



POSITION: Program Coordinator at Northeastern Elementary

ABOUT RAWK: Founded in 2012, Read and Write Kalamazoo (RAWK) is a nonprofit organization based in Kalamazoo, Michigan, devoted to nurturing intellectual and creative confidence in youth in Kalamazoo County through creative writing workshops, community partnerships and reading-themed events.

RAWK's mission is **to celebrate and amplify youth voices** through the cultivation of reading and writing skills via joy, creativity, equity, and access. Only people who are undoubtedly passionate and wildly capable of fulfilling this mission should choose to read on.

We are seeking someone who is dedicated to and passionate about empowering youth and uplifting youth voices. Someone who is comfortable living and working in the rich universe that exists outside of the status quo. Someone who believes deep in their heart that every young person's life and voice matters and that building communities that support our youth is a vital tool for liberation.

This individual will have strong organization and communication skills (both written and verbal). They will work effectively as part of an *interdependent team*, carrying and caring for their own pieces of the work while recognizing how each of our roles fit together and overlap to support each other.

ROLE: Working in collaboration with fellow Program Coordinators, Program Facilitators, the Director of Programs, and the Engagement Coordinator, this individual will be responsible for all in-school and after school programming in the RAWK Readers' Room at Northeastern Elementary. The Program Coordinator will work alongside the Program Facilitator, typically conducting 3-4 sessions a day with a small group of students. Program Coordinator will collaborate with other Program Coordinators, the Director of Programs, and Program Facilitators to create lesson and activity plans as needed.

The RAWK team will communicate and coordinate with the principal, teachers, and other faculty at their respective school to support literacy based growth, social emotional growth, and creative expression of students.

Program Coordinator will work directly with elementary-aged students as well as guide and assist RAWK Volunteers in their support of students. Program Coordinator will also communicate with and cultivate relationships with parents/guardians as appropriate.

HOURS: 40 hours per week, majority of hours will take place M–Th during school/after-school hours (9am–6pm)

COMPENSATION: \$15–\$20/hr + access to health care coverage

TO APPLY: Submit a letter of intent - written in *your* authentic voice - stating:

- What interests you about the position
- How the position aligns with your passions
- What you will bring to the organization and the youth of Kalamazoo

Please also include a recent resume or CV.

Send all applications and inquiries to info@readandwritekzoo.org

Applications will be accepted until Friday, September 2nd