

Project Coordinator (5 hrs/wk)

- Helps curate artists and content for citywide projects and special events
- Coordinates logistics of Weekly Word Workshops, Lit Cyphers, citywide jams, Spring Intensive, WordFest, trainings, professional development and other events, including:
 - booking locations
 - scheduling teaching artists, guest speakers, and field trips for WWW
 - booking performers, workshop/panel leaders, musicians for special events
 - facilitating signing of contracts developed by Managing Director
 - coordinating food + drinks, writing materials and other materials
 - booking photographer and/or videographer
 - coordinating transportation, bus passes, buses
- Coordinates logistics of poetry chapbooks and album, including:
 - Curating and collecting submissions from students, Wordsmiths, teachers and schools in collaboration with Artistic Director
 - Organizing poems/raps in publication-ready format; editing and proofing text
 - Ensuring final versions of student work are ready for recording
 - Booking studio time & scheduling recording sessions with students
 - Liasing with designers, printers, etc for visual material for chapbook and album
 - Distributing chapbooks & albums to students, schools & other partners
- Meets with Leadership Team every other week to generate tasks & report on tasks done

Communication Director (3 hrs/wk)

Working closely with The Word Leadership Team, the Communication Director:

- Oversees the maintenance/updating of website & social media platforms
 - posting content to FB + IG accounts regularly
 - maintaining current content on website- flyers, events, staff info, programs, etc.
 - uploading, maintaining and updating online chapbooks & audio album
 - maintaining website administration- domain and hosting licenses, etc.
- Coordinates marketing, publicity, outreach and recruitment with youth, schools, students, alums, stakeholders, partners, and community at large
 - Recruits students and other participants for Weekly Word Workshops, Lit Cyphers, citywide jams, Spring Intensive, WordFest, etc via social media, emails, texts, school performances and announcements, etc
 - Coordinates a text messaging and email system to communicate with participants and audiences
 - Reminds student participants the week of and day of events
- Leads audience development for large events via all marketing platforms
- Writes and sends press releases for large events
- Creates flyers and publicity materials for events, and/or liases with designers
- Meets with Leadership Team every other week to generate tasks & report on tasks done

Sustainability Director (50 hours between Feb-June)

Working closely with The Word Leadership Team, the Director of Sustainability:

- Creates and oversees The Word's annual fundraising plan
- Secures financial support from individuals, foundations and corporations
- Manages staff responsible for data entry, reporting, and gift processing
- Develops and maintains ongoing relationships with major donors
- Oversees organization of special fundraising events
- Develops, enhances and maintains effective strategic community partnerships and alliances that enhance The Word's programming and mission

Jedi Wordsmiths

Working closely with The Word Leadership Team, the Jedi Wordsmiths:

- Generate and implement overall curriculum for residencies, workshops, and intensives that extend over multiple sessions, in consultation with Artistic Director
- Generate and implement individual lesson plans for each workshop and class, using The Word's Workshop 101 and Poetic Principles as inspiration
- Meet before and during residencies with classroom teachers to connect curricula
- Track hours and submit invoices to Managing Director every other week
- Participate in and generate content for periodic teacher trainings

Wordsmiths

Working closely with The Word Leadership Team, the Wordsmiths:

- Assist Jedi Wordsmiths in generating and implementing overall curriculum for residencies, workshops, and intensives that extend over multiple sessions, in consultation with Artistic Director
- Assist Jedi Wordsmiths in generating and implementing individual lesson plans for each workshop and class, using The Word's Workshop 101 and Poetic Principles as inspiration
- Track hours and submit invoices to Managing Director every other week
- Participate in and generate content for periodic teacher trainings