

 <b>BRA/EDIC EMPLOYMENT OPPORTUNITY</b>  <b>TITLE:</b> <b>WRITING CENTER COORDINATOR</b> <i>Regular Part-Time, 20 hr/wk with Benefits</i>	
<b>EMPLOYMENT STATUS:</b> <b>EDIC Employee</b>	<b>JOB POSTING: # 16-13 Rev</b>
<b>DIVISION/DEPT:</b> <b>JCS/WRITEBOSTON</b>	<b>POSTING DATE: 8/20/13</b> <b><u>Revised and reposted 9/12/13</u></b>
<i>*This job posting will remain posted for 10 working days (9/12/13 - 9/25/13) before a hiring recommendation can be made.*</i>	

**SUMMARY:** Under the direction of the Director for Write Boston and working closely with WriteBoston Writing Coach, coordinate and manage Writing Center at Boston International Newcomers Academy. Boston International serves students who are recent immigrants to this country and need support in language development. The Writing Center supports students in grades 9-12.

Recruit tutors/volunteers from area colleges and neighborhoods.

Train and supervise tutors; manage tutor hours and classroom assignments.

Develop writing pedagogy for tutorial volunteers.

Manage Center operations, including scheduling, development of instructional materials, and promotion of Center's services.

May tutor as needed.

Liaise with teachers, headmasters, library staff, and students' families.

Collect data about Center use; write a year-end report for the schools and funder.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelors degree in Education, with specific training in English Language Arts, Journalism, Writing and/or Communication. Must have 3 - 5 years of teaching experience and outstanding organizational and interpersonal skills. Urban teaching experience is preferred. Must exhibit individual initiative and possess strong problem-solving and organizational skills. Must be able to engage in strategic thinking; be committed to teamwork. Must have a commitment to and facility dealing with a diverse community (racial, economic, linguistic, achievement, disability, etc.) of the students and teaching populations.

**GRADE: 17**

**HIRING RANGE: \$26, 709.23 - \$32, 089.41**

*Based on a 20 hr/wk, part-time schedule*

**To apply:**

**Submit resume/cover letter to:**  
**BOSTON REDEVELOPMENT AUTHORITY, HR**  
**43 Hawkins Street, Boston MA 02114.**  
**E-Mail: [Hr.bra@cityofBoston.gov](mailto:Hr.bra@cityofBoston.gov)**  
***Equal Opportunity Employer***  
**BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.**