



Writer's Block Ink
12 Masonic Street
New London, CT 06320

P: 860.44.BLOCK
E: writersblock2@gmail.com

www.writersblockink.org

CURRENT EMPLOYMENT OPPORTUNITIES

Background

The Writers Block Ink, Inc. transforms youth and communities through the arts. Our primary mission is to arm young voices with the power of pen and prose, reinforcing teamwork, accountability, and responsibility to ignite social change on the page and stage

All Writer's Block productions address serious social issues youth and communities regularly encounter. These include micro and macro themes of abuse, discrimination, peer pressure, bullying, drugs, teen pregnancy, family dysfunction, racism, violence, war, etc.

We establish an environment that invites and nurtures individual and collective creativity. We engage youth from all walks of life to use all aspects of theatre as a tool to address personal and social challenges. At the Block, we invite and encourage youth to open up, speak up, create and perform. We find, feed, and launch young leaders.

CURRENT OPPORTUNITIES

Administrative Coordinator

The Writer's Block Ink is currently seeking an Administrative Coordinator. This position is a critical element of the organization and essential to our continued growth. We are looking for individuals that have an entrepreneurial attitude, work well with the youth and that thrive within a creative environment. This position requires a high level of organization and exceptional communication skills.

Role Summary

The Administrative Coordinator is the key interface between the Writer's Block Ink Board of Directors, Program Team, Parents, Community and Key Stakeholders. This individual is the primary and often first source of contact for individuals seeking to connect, collaborate with and communicate to the Writer's Block Ink (WBI). This role is key to ensuring program participants, staff, and stakeholders adhere to WBI policies and procedures with a particular emphasis on program operations and administration.

Compensation: \$12

Hours Per Week: 30 hours/week

Responsibilities:

Key responsibilities include but are not limited to coordination, administration, financial oversight, and reputation management of the WBI.



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Communication:

- Key interface with parents and the community for regarding Block programs and activities
- Serve as primary contact for participants, parents, community partners, and staff
- Manage correspondence re: schedule, payment, logistics, etc. with parents, students, and staff
- Create & distribute weekly newsletter (12 pages) with key information for parents and stakeholders,
- Respond to emails and telephone messages keeping thorough records and message log;
- Update and monitor Social Media and Electronic Communication (Website, Facebook and Twitter...)

Coordination:

- Complete /Process Background checks for applicable employees, volunteers, and contractors
- Maintain staff schedules (overseeing staff sign in and sign out protocol)
- File incident report forms when appropriate as indicated in Policy and Procedures document
- Process student registration and scholarship applications
- Assist Board Officers/ Program Director/ Program Producer as needed.

Administrative:

- Create & update forms; spreadsheets (registration list, donor list, participants list, volunteers...)
- Maintain all contact lists, forms, permission slips...
- File forms and paperwork; Photocopy documents; Help create summer playbill; Run errands;
- Order and pick up office supplies; Triage mail incoming/outgoing;
- Help with student daily sign in and out of the Writer's Block;
- Stock snacks for Block Store and other needed supplies i.e. bathroom & kitchen and office;

Financial Oversight

- Log incoming checks and make bank deposits 23 times per week keeping treasurer informed
- Work with WBI Treasurer and provide report of program expenses weekly
- Oversee collection of all revenue from program ad sales, registration, field trip fees, daily program concession sales, and ad hoc donations;

Experience & Qualifications

- Experience in an administrative capacity for a nonprofit organization, in youth services, family support, or a K-12 setting
- Demonstrated relationship management skills
- Ability to articulate a vision about preparing youth for the future—from social, economic, cultural and personal perspectives—to partners, funders and the community
- Experience and competencies in working in a multiracial, multicultural environment
- Superior communication skills (written, verbal & nonverbal)
- Budget Management



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- Correspondence management
- Record keep management
- Revenue Collection and Expense Reporting
- Skate holder and distribution list maintenance
- Facilities operation
- Excellent project management and strategic planning skills
- Conflict management & resolution skills
- Newsletter, Website and Social Media Updates

Educational Experience

High School Diploma Required, Associates Degree or Some College Preferred
Competencies & Personality Traits

- Ability to manage up, sideways and down with poise and professionalism
- Highly positive and enthusiastic style capable of motivating others and supporting an effective team
- Works well under pressure; accepting constructive criticism and dealing calmly and effectively with high stress situations. This includes continuing to persevere and remaining calm in challenging or frustrating circumstances.
- Clear thinker with the ability to prioritize and communicate priorities clearly and concisely. Able to make decisions with speed and accuracy, based on available information

If this sounds like you or someone that you know, please have them email us directly with their interest.

Please send all inquiries to

ajefferson.writersblock@gmail.com

or for more information call us directly at

860-44-BLOCK/860-442-5625.

All the Best,

Adriane Jefferson

Director of Writer's Block

The Writer's Block Ink, Incorporated

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