



Writer's Block Ink, Inc. Assistant Director of Programming
www.writersblockink.org; (860) 442-5625

Please Type: WBI Assistant Director in the title of your email and send it to
ajefferon.writersblock@gmail.com

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.

Role Summary

The Assistant Director of Programming is an individual whose primary role and responsibility is to provide support to the Director of Programming in the execution and evaluation of events, productions and WBI programming. Working in accordance with the creative department the Assistant Director of Programming will help to design, promote and network to the community current programs and events. The Assistant Director of Programming will help to develop and implement effective recruitment and event attendance strategies, which will help the organization reach targeted benchmark goals for revenue generation. This position also includes meeting and maintaining event budgets as well as developing and implementing strategies that will help to effectively meet ad and ticket sale revenue.

Compensation: \$11.50/ hour—25 Hours Per Week Plus Commission

Responsibilities—Key responsibilities include but are not limited to event and program promotion, program recruitment, event design and implementation, Staff/Team Management, Ticket sales, Class/workshop instructor, website and social media management and achieving target attendance number for revenue generating events and programs.

Events:

- Assist with Event Design and Execution
- Market and promote event to target audiences
- Work with Director of Programming to set benchmark goal for number of audience members and participants desired
- Help to manage event staff and planning team

- Responsible for achieving pre-sold tickets and ad sales

Programming:

- Assist Director of Programming and Staff in the classroom when needed
- Teach a class and/or workshop for a WBI program
- Recruit and Market for current programs and new program initiatives
- Along with the Director of Programming create an ongoing relationship with local schools, community centers and like organizations
- Setup Writer's Block informational booths
- Have potential students fill out WBI inquiry slips for participant leads that can be given to the administrative coordinator for a follow up call

Marketing and Promotions

- Help to promote events and Programs on social media and Blogs
- Network with people in the community and effectively spread the word
- Attend local events and distribute flyers

Experience & Qualifications

- Candidate must have a minimum of a High School Diploma
- Experience in Running Events and Event Promotion (i.e, social media and strong community network)
- Sales Experience Desired
- Creative and artistic abilities
- Superior Writing and Communication Skills
- Outgoing personality and excellent people 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
- Excellent project management and strategic planning skills
- Conflict management & resolution skills
- Works well in a fast paced environment
- Must have a car as this position requires travel

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



Writer's Block Ink, Inc. Administrative Coordinator
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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/ hour-30 Hours Per Week

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

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 (1-2 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 2-3 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 non-profit 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
- 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
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