



Position: Schools Coordinator

Direct Manager: Program Director

Status & Location: Full-time, exempt. 40 hours/week, on-site at our Midtown Detroit office and in schools.

Why We Need You:

We are seeking a Schools Coordinator with strong program coordination, facilitation, and leadership skills to manage InsideOut's in-school residency program serving 1,500-2,000 students annually in K-12 schools across metro Detroit. Candidates should have 2+ years experience in program coordination and/or youth development and a strong interest in the literary arts. The Schools Coordinator ensures the delivery of high quality programming for all stakeholders including schools, students, and teachers and serves as primary point of contact for all part-time Writers-in-Residence. Candidates must possess excellent communication, time management, and organizational skills.

Job Responsibilities include:

1. Implement and coordinate high-quality K-12 in-school residencies - 30%
 - a. Implement residency plans and placements in coordination with Program Director and Senior Writer including initial school planning meetings with host classroom teachers.
 - b. Support interview and hiring of Writers-in-Residence and process contracts. Coordinate HR functions, including hourly payroll spreadsheet, in support of Writers-in-Residence employment.
 - c. Maintain residency calendar and database.
 - d. Provide Writers-in-Residence with tools and materials (attendance logs, school and program expectations and report forms) to successfully deliver and document their residency in accordance with school and funder requirements.
 - e. Ensure that program is fulfilled in a timely manner, including residency hours completed, publication prepared and delivered, and year-end celebration planned at each school.
2. Supervise and support Writers-in-Residence – 25%
 - a. Provide monthly check-ins with Writers-in-Residence to discuss residency progress and provide resources, support and mentorship.
 - b. Observe Writers-in-Residence during their residency two times a year and provide feedback to ensure quality lesson planning, teaching, and student engagement.
 - c. Maintain and share online resources including lesson plans, model poems, classroom management strategies, best practices, etc.
 - d. Plan and execute fall orientation and other meetings and training sessions as needed throughout the year, with Program Director and planning team.
3. Coordinate and supervise school-related special projects including National Book Foundation's BookUp program, arts-infused residencies, and other special initiatives as needed - 15%
 - a. Develop specialized lesson plans, coordinate guest artist visits, and research/review curriculum to ensure in-school activities meet the expectations of specific partners, funders and InsideOut.



- b. Oversee logistics including contracts, parent communication and permission, transportation, materials/supplies, training, and disbursing funds.
4. Support grant reporting and application processes - 15%
- a. Support administration of surveys and assessments to ensure program data reflects key in-school stakeholders (students, teachers, principals and parents).
 - b. Write grant applications and reports for in-school program in support of Program Director and grant team, as directed.
 - c. Gather appropriate documentation (student profiles, poems, artwork, photos etc.) to support organizational communication.
 - d. Communicate directly with funders, as needed.
5. Coordinate and support high quality program culmination (publication and year-end celebrations) - 15%
- a. Create a timeline for publication and a protocol for manuscript preparation.
 - b. Support Writers-in-Residence in publication process through publication meeting, preliminary manuscript review, and 1-on-1 check-ins as needed.
 - c. Coordinate/supervise proofing sessions and assist in proofing manuscripts submitted for publication. Oversee compliance on submission of sign off and permission forms.
 - d. Support Writers-in-Residence in planning in-school year-end celebrations and coordinate attendance by staff and board members.

What we're looking for in a candidate:

Qualifications

2+ years experience coordinating programs (educational environment preferred)

Experience working with students (K-12) and teachers

Experience with creative writing instruction and creative youth development best practices

Ability to manage various timelines and multitask effectively

Persistence and strong follow through skills when working with all stakeholders

Excellent verbal and written communication skills

Flexibility and positivity when working in a fast-paced environment

Strong knowledge of Microsoft Office Suite and Google Suite

Preferred

Experience working with teaching artists

Familiarity with Detroit Public Schools Community District

Background as a practicing writer

Salary: \$38,000 - 43,000, commensurate with experience

Benefits include paid time off, health insurance, and a retirement plan.

To apply for this position, please send resume and cover letter to: [hiring@insideoutdetroit.org](mailto: hiring@insideoutdetroit.org) by Monday, January 21st. Finalist candidates will be contacted for an interview. No calls, please.

InsideOut Literary Arts is an Equal Opportunity Employer. We value diversity in our team.