



Education Justice Project

EJP Writing Programs encourages students to explore their ideas through writing and develop writing skills through a series of workshops and opportunities throughout the year. Programming includes an annual creative writing awards competition and student writing publication, *EJP Writer's Notes*. Led by professional writers from a range of fields, the writing workshops encourage students to focus on all stages of the writing process: genre-based composition that includes memoir, fiction, poetry, and journalism, editing for style and grammar correctness, and publishing or performing writing for audiences.

EJP Writing Programs Coordinator Job Description

Responsibilities:

- 1) Develop and market writing programming for EJP students. Current programs include: writing workshops, an annual creative writing award competition, and *EJP Writer's Notes*. Maintain resource room shelves and bulletin board space reserved for writing programming including upcoming publishing opportunities.
- 2) Identify areas of need in writing development for EJP students and recruit appropriate writing professionals to address these needs through workshops and other involvement in EJP.
- 3) Collaborate with EJP's On-Site Coordinator, On-Site Team, and other appropriate EJP staff to schedule writing programs while contributing broadly to EJP's on-site programming and larger organizational development.
- 4) Clear writing workshop instructors and any educational materials for facility entrance.
- 5) Provide training, support, and follow-up to writing workshop facilitators.
- 6) Work with EJP Student Resources Coordinator to develop and schedule pedagogical development opportunities for EJP tutors.
- 7) Evaluate, document, and archive all writing programming with appropriate records maintained for the benefit of writing instructors/tutors (at EJP offices) and students/tutors (in EJP Resource Room).