



January 30, 2019

Neighborhood Program Fellow: Mattapan

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch, and pride ourselves on a warm and supportive work environment. GrubStreet seeks a part-time Neighborhood Fellow who will work as a teaching artist focused on building community through the art of creative writing. We encourage POC, LGBTQ, people with disabilities, and applicants from other communities historically underrepresented in arts administration spaces to apply.

About the Position

The Neighborhood Program Fellow for Mattapan is a resourceful, culturally competent, skilled and creative writer, teaching artist, and organizer who works well independently. The Fellow should have a passion for building community through the arts and advancing the work of underrepresented writers in the U.S. This is a flexible role that includes administrative, programmatic, outreach, instructional, and curriculum development work for our [Write Down the Street Program](#) (WDTS) and requires a fluctuating 5-15 hour/week time commitment. See details below. **Ideal start date: April 15 or May 1.**

About the Organization

GrubStreet, the largest creative writing center in the U.S., annually engages 5,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate level seminars at our downtown location, in Boston neighborhoods, and on-line. Our teachers are working artists who bring the highest quality instruction and mentorship to aspiring storytellers. We also host a major writers' conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers. Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We are going through a period of great growth and transition as we prepare to move to a larger space in the Seaport. Neighborhood Program Fellows are key to maintaining our relationships within Boston's neighborhoods.

Our Mission

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

Compensation: \$6000/year flat fee (\$500/mo) for administrative, programmatic, and outreach work, plus an additional \$8,300-\$14,097/year for teaching and contact hours. Fellows are independent contractors paid 2x/month via direct deposit with payroll taxes withheld. If desired and available, Fellows may take on limited hours of additional paid work on special projects and manuscript consulting. A one-year contract will begin April 16 or May 1 and may be renewed following staff review.

Benefits: Due to the part time and temporary nature of the Fellow position, Fellows are not eligible for employee benefits such as health and dental insurance, paid sick days, or participation in the 401k program. They DO get perks like flexible scheduling, free GrubStreet membership and tuition credits for classes, a writer-friendly environment, yearly staff outings, and free registration at the annual [Muse and the Marketplace writing conference](#).

Qualifications:

- At least 2 years of experience teaching primarily nonfiction (memoir, personal essay, narrative journalism, blogging, etc.) along with a secondary concentration in another genre or sub-specialty (poetry, fiction, screenwriting, performance, sci-fi/magical realism, filmmaking, etc.)
- Culturally competent with a demonstrated commitment to social justice and equity
- Skilled at working in community spaces, providing differentiated instruction and facilitating discussion among adult participants of varying ages, cultures, experience and skill levels
- Can teach on weeknight evenings (1-3/month) and weekend mornings/afternoons (1-2/month)
- Can routinely get to different Boston neighborhoods as needed (limited transportation reimbursement available)
- Strong communication and organizational skills, with a commitment to timeliness and responsiveness to students, staff, and partners
- Embodies and conveys the GrubStreet (Grubbie) spirit: collaborative, down-to-earth, serious about writing, generous with knowledge sharing
- Shows good independent judgement and resourcefulness when working at a remote site, troubleshooting as needed to ensure a welcoming experience for students
- Bicultural and bilingual in English/Haitian Creole a plus
- Deeply connected with the Mattapan area or adjacent Boston neighborhoods

Scope of Work: Programming/Administrative/Outreach (approx 20 hours/month, fluctuating throughout the term)

- Seek out potential community partners and participants in Mattapan. Attend community events and conduct outreach visits to share about GrubStreet/Write Down the Street and learn about Mattapan community resources.
- Share marketing materials with specific community contacts through email and social media; distribute flyers at a few targeted locations
- If fluent in written Haitian Creole, may assist with proofreading or occasional translation of program materials

- Work closely with Boston Public Library staff, community members and Grub program staff to shape and schedule custom classes, workshops and events (such as community readings) that speak to local needs and interests.
- Collaborate on program planning and strategy around access issues, mostly through email, internal chat communication, and meetings at GrubStreet HQ: Access meeting 1x/month, Write Down the Street meeting or check-in every 1-2 weeks
- Submit schedule, information and content (usually class descriptions) to program staff by set deadlines
- Foster relationships with students, recommending their work for publication opportunities, and recommending students for scholarships to future GrubStreet courses/programs
- Track and document milestones, highs and lows, and needs of the Mattapan WDTS program

Scope of Work: Teaching, office hours and events (2-7 hours/week):

- Design class topics, themes and curriculum with relevance for the community
- Monthly: Teach two-three 90-minute drop-in workshops and/or staff one-two 90-minute Office Hours sessions in Mattapan and other neighborhood sites. During office hours, instructors are available to advise and support current students and anyone else in the community who seeks information or guidance around creative writing
- Per term (winter/spring, summer, fall): Teach 2 multi-week classes, usually 6 weeks long, 2 hours/class, 1x/week each
- 2-3 times a year, work with team to staff and facilitate community readings/partner gatherings
- Ongoing: Keep up to date with writing programs and opportunities available through GrubStreet (Boston Writers of Color group, scholarships, Emerging Writer Fellowship, etc.) and make this information available to students and the public
- Set up/break down the workshop space before and after class with folders, writing materials, coffee, snacks
- Collect and submit student sign-in and evaluation materials

To apply: Please email your resume and cover letter to jobs@grubstreet.org and please put "Neighborhood Program Fellow" in the subject line Applications will be reviewed on a rolling basis until March 8th, after which, new applications will not be accepted. No phone calls, please.

Position Type: Part-time, temporary, with partial remote work

Position Reports to: Director of Youth and Community Programs

Location: Boston