



WITS Program Associate

Writers in the Schools (WITS) is seeking a full-time Program Associate to play a key role on our team. This position requires a thoughtful, dedicated individual with strong project management and administrative skills. WITS is seeking an experienced professional who takes initiative; can manage multiple projects; meet deadlines; connect with WITS writers, staff, school and community partners; and work both independently and as part of a team. The Program Associate will join a dynamic team of nonprofit administrators, creative thinkers, arts educators, writers, and artists. This position will fuel educational change, bringing creativity and literacy to 68,000 children and teachers annually.

Duties include:

- Work collaboratively with the WITS Program Team to create and implement engaging in-school and community programs
- Serve as the primary point of contact between the public, WITS writers, and WITS staff
- Lead Salesforce database management, tracking schools, donors, readings, and events
- Support the logistics of WITS events, including orientations, trainings, readings, workshops, and meetings
- Lead logistic support, parent communication, and database management for Creative Writing Camp
- Support WITS writers with classroom resources, the WITS library, and through assistance with timesheets and payroll
- Oversee office technology maintenance, including phones, supplies, software
- Support WITS Writers in their teaching placements in schools, community centers, and in tuition-based programs
- Support school-based relationships and community partnerships
- Support programs for youth, including Emerging Writers Fellowship, Bayouth, Meta-Four, and Youth Poet Laureate, and serve as liaison between WITS, staff, and youth participating in programming
- Support operations and logistics of tuition-based programs
- Provide additional administrative support, as needed

Required Qualifications:

- Ability to manage multiple projects
- Excellent written and oral communication skills, and attention to detail
- Strong organizational skills
- Ability to comprehend and handle technical tasks, including database management, as well as the maintenance and replacement of office technology (Salesforce experience is preferred)
- Proficiency in Spanish a plus



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Compensation and Benefits:

The Program Associate reports to the Program Director and Education Director. This position is full time (40 hours/week) with some evening and weekend events. This position is classified as non-exempt. This is a full-time role based at our Houston office. Work is currently mostly remote due to COVID19.

Salary range for this position is \$40,000-\$43,000 annually. WITS offers a competitive compensation package with benefits, including medical, dental, and vision packages, paid vacation and holidays, a generous optional retirement plan, and a fast-paced, collaborative, and friendly work environment.

Application Process

Qualified applicants should submit a cover letter and résumé addressed to Patricia Garcia Soto at pgarcia@witshouston.org.