



APPLY TO BECOME A PEERFORWARD

# Writing Coach Coordinator

## About the Role



The **Writing Coach Coordinator (WCC)** will ensure that each Peer Leader at their assigned Workshop accomplishes the Workshop goal of completing a personal statement draft for their college application. In this role, WCCs will oversee a group of up to 20 Writing Coaches. The WCC is responsible for training the Writing Coaches on the PeerForward Writing Curriculum and on implementing the Curriculum to coach students to produce their personal statement drafts. The WCC will support, coach, and troubleshoot with the Writing Coaches to ensure that students are effectively assisted in the writing process. WCCs will collaborate with other Workshop Operations Team members to fully support the Peer Leaders through the Workshop experience.

## Position Responsibilities

- Ensure the implementation of the PeerForward Writing Curriculum in the writing sessions
- Responsible for the support, coaching, and performance management of up to 20 Writing Coaches
- Co-facilitate sessions with college coaches, writing coaches, and advisors
- Co-design and facilitate Writing Coach orientation and training sessions to ensure alignment
- Review and provide feedback on personal statements, when needed, to ensure they meet the expectation of the organization
- Co-facilitate the Writing Coach debrief sessions with partner WCC
- Collaborate with the Workshop Coordinator and Director of College Coaching to create the Writing Team list

## Qualifications

- Served as a Writing Coach for at least four Workshops; strong working knowledge of the curriculum, Workshop culture, and operations
- Bachelor's degree preferred; background in education, non-profit and/or business a plus
- Be comfortable/have familiarity with emotionally intensive situations and disclosures
- Be comfortable/have familiarity with advising mid-tier students from under resourced communities
- Strong organizational abilities and excellent verbal/written communication skills
- Have the ability to be both encouraging and honest with students
- Ability to take initiative, creatively problem solve, and collaborate in challenging situations
- Comfortable working with a highly diverse group of people

- Passionate about working with youth
- Computer and internet familiarity
- A profound connection to PeerForward’s mission and values
- Willing to submit to a background check

### Schedule & Minimum Commitment

- Ability to commit to at least one Workshop week (Tuesday-Sunday)
- Participation in the PeerForward 2025 Workshop Season Professional Development cycle is mandatory

### Reporting Structure

The Writing Coach Coordinator will report directly to the Workshop Director.

### Stipend

The Writing Coach Coordinator will receive a stipend of \$700 per Workshop week including paid travel, housing and meals.

## What is PeerForward?



PeerForward transforms the lives of young people from low-income communities by developing teams of high school students who use influence and community organizing to lead their peers to higher education and careers. Our high school Peer Leaders will connect 122,000 students to postsecondary success in the next four years. You can help train these Peer Leaders at our Summer Workshops.

#### From Students to Peer Leader

Workshops are the cornerstone of the PeerForward program. This is where the transformation occurs from student to Peer Leader.

### Our Impact

**80%** of students who attend a workshop enroll in college.

**350k** Students — that’s how many we’ve worked with nationwide in the past two decades!

**Double** the likelihood that a low-income student will enroll in college thanks to our peer-to-peer model.

### Our Training



College Admissions Portfolio  
*Personal Statement, College Lists & Applications*



Financial Aid



Leadership Development

