

GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Literary Journal Coordinator
STATUS: Hourly
DEPARTMENT: Workforce Development
SALARY GRADE:

1. CHARACTERISTICS OF THE JOB

The Literary Journal Coordinator is responsible for the creation and publication of the Wellness and Advocacy Center's Literary Journal, *The Creative Linx*. The Literary Journal Coordinator sets policy for Journal Submissions, including format and timelines. The Coordinator is also responsible for providing outreach for the Journal and the Center, and encourages writers and artists to submit their work and be involved in the process. The Coordinator designs a marketing plan for the journal which may include public readings, fundraisers, classroom presentations and collaborative public events with local writers and artists. *The Creative Linx* coordinator collects donations for the Journal and maintains comprehensive information about participating writers, artists, donors and outreach.

2. PROVIDES SUPERVISION TO

Volunteers

3. RESPONSIBILITIES-ESSENTIAL FUNCTIONS

- Collect submissions for the "*Creative Linx*" according to set guidelines.
- Prepare print-ready copy to print shop and be able to work with printer to ensure correct and high-quality publication.
- Provide outreach to new and former contributors and keep public informed about the Journal process.
- Create or facilitate quarterly writing workshops to encourage writing in Center members and the client community.
- Create a marketing plan for the Journal, to include a minimum of two public readings annually.
- Collect and tally data on donors, contributors and process of producing a literary journal.
- Act as an ambassador for the Wellness and Advocacy Center and peer/self help/self advocacy philosophy.

4. ANCILLARY FUNCTIONS

None

5. QUALIFICATIONS

- Highly organized, self-directed and detail oriented.
- Ability to develop good working relationships with Journal Contributors.
- Excellent communications skills, both orally and in writing.
- Ability to work with multiple priorities.
- Awareness of the Client Self-Help Movement and it’s impact on recovery culture.
- Proficient in Microsoft Office Suite software and Internet search.
- Accurate typing at 50 wpm.
- Ability to develop good working relationships with community agencies, organizations and schools to provide speaking presentations designed to showcase the work of the Literary Journal and to reduce stigma related to mental health difficulties.
- Knowledge of community resources for individuals with psychiatric disabilities.
- Ability to communicate well with co-workers, members, and the public in person, on the telephone and in writing.
- Current California driver’s license and California insurance.

6. WORK ENVIRONMENT

Clean office environment, temperate climate, overhead lighting, and low to moderate noise level.

7. PHYSICAL REQUIREMENTS

Standing/sitting intermittently throughout day. Continuous and repetitive grasping and finger movements to use computer. Physical bending/stooping/lifting/walking. Vehicle travel, visual and hearing skills required.

8. IMMEDIATE SUPERVISOR

Wellness Center Manager

9. APPROVAL

Vice President of Workforce Development

Date

President & CEO

Date

10. ACKNOWLEDGMENT:

I have received and read a copy of the position description.

EMPLOYEE

Date

PRINT NAME

NOTE: Return complete original to Human Resources for inclusion in the employees' personnel file. A copy should be provided to the employee