



Job Description

Weblog Contributor

Pre-K Now is seeking applicants for the position of Weblog Contributor on Inside Pre-K (<http://mspappas.preknow.org>). This is a contract position expected to commence in August 2007. The primary purpose of this position is to write content about the Contributor's own experiences as a pre-kindergarten educator during the course of a school year. The blog will, in effect, be an open journal where readers can learn about the day-to-day life of a high-quality pre-k classroom through the eyes of a teacher. Up to three Contributors may be hired and will work collaboratively to build an online dialogue about high-quality pre-k. All Contributors will report to the Internet Communications Manager.

Duties and Responsibilities

- Write a minimum of two (2) blog posts per week about events in or affecting the pre-k setting where the Contributor teaches
- Review readers' comments, report regularly to staff on these comments, and respond to comments as appropriate
- Work with the Communications Team to promote the blog and the Contributor to interested audiences, including media
- Other duties as assigned

Knowledge, Skills, and Abilities

Qualified applicants should have:

- A bachelor's degree and specialized training in early childhood education
- A minimum of three (3) years experience as a pre-k educator
- Secure employment as a classroom teacher in a state-funded, high-quality pre-k program through at least June 2008; having children from diverse backgrounds in the classroom a plus
- Excellent communication skills, including the ability to express complex concepts in clear, concise writing
- An understanding of weblogs as a communication medium
- Knowledge of the public policy process, especially as it relates to early education
- Experience using the Internet as a research tool
- Access to a personal computer with an Internet connection
- Willingness to travel to Washington, D.C., for technology training, as needed

- Ability to work well with a diverse group of people, work well under pressure and on deadline, and adapt to changing situations on a daily basis

Compensation

\$400 per month

Application Instructions

Applications accepted until position is filled. Interested applicants should submit the following items to ensure consideration:

- Cover letter
- Résumé
- 1-2 page writing sample
- Name and contact information for 2007-08 pre-k program employer

Prior to acceptance of this position, the applicant must provide a written statement from his/her pre-k program employer acknowledging that the employer has been informed of the applicant's proposed activities related to this position.

Submit application to Matt Mulkey via e-mail at mmulkey@preknow.org. No phone calls please.

Pre-K Now is an equal opportunity employer.