



APPLY TO BECOME A PEERFORWARD

Director of Writing Coaching

About the Role



The Director of Writing Coaching (DWC) will ensure that each Peer Leader at their assigned Workshop accomplishes the Workshop goal of learning personal statement writing strategies and begin to draft a personal statement for their post-secondary and/or scholarship applications. In this role, DWCs will oversee a group of up to 17 Writing Coaches. The DWC 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 DWC will support, coach, and troubleshoot with the Writing Coaches to ensure that students are effectively assisted in the writing process. DWCs 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 18 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 DWC
- Collaborate with the Tech 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 2026 Workshop Season Professional Development cycle is mandatory

Reporting Structure

The Director of Writing Coaching will report directly to the Workshop Director.

Stipend

The Director of Writing Coaching will receive a stipend of \$735 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.

700k+ Students — that’s how many we’ve impacted through our hands-on workshops and campaigns since 1996.

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