



## Principal / Director

The Eyre Writing Center (“EWC”) is seeking a Principal. This is a part-time role that can evolve into a full-time position.

Founded in January 2020 by two Harvard alumni, EWC believes that strong writing skills serve as the bedrock of being a stronger thinker. The ability to write and think clearly is integral not only to a liberal arts education, but also to our roles in the community at large. From inception to date, EWC has already touched the lives of hundreds of students with nearly 500 enrollments.

### Job Description

The purpose of this job is to direct and manage EWC’s instructional program, supervise operations and teaching staff, and grow enrollments. As part of the culture, we are “edupreneurs” - we do whatever tasks arise with an emphasis on execution.

Tasks include:

- Coordinating logistics of running a school term by managing both instructional teams and fielding customer support
- Creating additional marketing opportunities via public campaigns, sponsorships, etc.
- Evaluating EWC product ecosystem and efficiently rollout/ test new curricula
- Maintaining the EWC website, add/update content and functionality, troubleshoot problems
- Managing various third-party software and integrate them into the EWC backend

### Skills Required

- Willingness to learn, take direction, and be a self-starter
- Strong analytical and problem solving skills in an entrepreneurial environment
- Excellent English grammar and writing skills
- Tech-savviness with various e-Learning platforms (Zoom, Google Classroom, etc.)

### Preferred Qualifications

- Fluency in Mandarin (written and spoken)
- Experience in learning content design and instructional leadership
- Experience in administrative roles

### Logistics

Salary is base plus a cash bonus component based on enrollment milestones. Start: 9/1/2021