

Collaboration to Innovate the Ways Educators Learn Together. Collaboration to Build a World Where Every Learner Thrives.

The Educator Collaborative is seeking proposals from independent contractors interested in providing freelance blog curation services. An ideal candidate will have extensive, current knowledge of K-12 education and of the vision and work of this organization.

We partner with K-12 literacy educators throughout the United States and around the world, providing high-quality, engaging, research-driven, and classroom-practical professional learning opportunities.

One of our areas for professional learning outreach is our “Community” Blog, located at Community.TheEducatorCollaborative.com. The blog hosts pieces by our members and invited guests, including posts and position statements. We are seeking proposals from independent contractors related to the following blog curation services.

SCOPE OF SERVICES SOUGHT (RFP #1A8-Blog-Curator)

- Main goal: Bring submitted drafts to publishable quality and post them on our blog
- This will include:
 - Regular email and/or phone communication with staff and/or submitted draft (co-)authors
 - Occasional editorial support for developing education writers (e.g. providing feedback on drafts)
 - Light editing and copyediting of submitted drafts
 - Use of Wordpress admin tools, including: editor tools, posting, scheduling, publicizing tools, and more.
 - Design of the post layout out, including: adding fair-use images, adding titles and subtitles, adding hyperlinks, categories and tags, feature images, and more.
 - Work with the Founding Director on curating the post schedule
 - Work with the Founding Director on revising systems for better managing this workflow for your needs
 - An annual count of approximately 90-120 drafts to post
- This will not include:
 - Seeking outside guest posts. At this time, there is a regular collection of posts from within the organization and its members and guests. This curator will not need to find nor create additional posts.

The Educator Collaborative prefers proposals with a per-published-post fee schedule.

Interested parties can find proposal submission information on the following pages.

Criteria for RFP #1A8-Blog-Curator

Minimum requirements:

- Bachelor's degree
- At least 3 years certified teaching and/or certified school leadership experience
- Demonstrated proficiency in Wordpress admin environment
- At least 2 years of demonstrated blog curation skills (personal and/or third-party)
- Legally permitted to work in schools when minors are present
- Due to tax and other related laws, provider must maintain a United States-based billing address throughout length of Agreement

Competencies:

- Knowledge of current and foundational research in literacy education and related fields, including literacy pedagogy, curriculum planning, and Culturally Relevant Pedagogy
- Knowledge of The Educator Collaborative's vision and work
- Strong writing skills
- Strong editing and copyediting skills
- Strong, self-directed project management skills
- Strong organizational skills
- Strong email and phone communication skills
- Positive and effective support of developing and experienced education writers

Preferred:

- Advanced degree(s)
- Education publishing experience (e.g. as an author, publisher, acquisitions editor, project manager, journal editor, etc.).

The Educator Collaborative seeks to maintain a team of individuals whose diverse experiences, expertise, and identities strengthen the organization's impact. Interested individuals have equal opportunity and may not be discriminated against based upon age, race, ethnicity, sex, gender expression, orientation, religion, national origin, or ability.

Request for Proposal Submission Guidelines

1. Complete online application here: TheEducatorCollaborative.com/apply-blog-curator
 - Application includes:
 - Biographical questions and short responses
 - Upload your resume (.pdf only, under 20MB)
 - **PREPARE AHEAD:** Feedback on a mock “draft” post
 - [Go to this link \(click here\)](#) and follow the directions to provide feedback on a copy of a mock draft post. Then, copy the url of your completed feedback file (must be on a Google Doc or other Google Suite format) and paste the url within the indicated area of the application.
 - Request for urls as evidence of blog curation and writing ability
 - Agreement to Terms
2. If invited, attend an online interview or respond to written interview questions
3. Accept final invitation and sign contract

Rating Categories

Submitted proposals will be assessed on the following criteria:

- Meets minimum requirements
 - Independent contractor must meet minimum requirements to be considered
- Education Experience
 - Persuasive evidence of: understanding of K-12 literacy education; understanding of The Educator Collaborative’s vision and work
- Competencies
 - Persuasive evidence of: strong writing skills; strong editing and copyediting skills; strong, self-directed project management skills; strong organizational skills; strong email and phone communication skills; positive and effective support of developing and experienced education writers
- Cost
 - Competitively priced services (please indicate if fees are set or negotiable prior to final contracting)
 - Simplified billing (a *per completed-post* fee structure is preferred over more complex calculations)