



Poets&Writers

DEPUTY EDITOR, *Poets & Writers Magazine*

The deputy editor is a senior member of the editorial team and is responsible for providing vital editorial collaboration and oversight for our flagship publication, *Poets & Writers Magazine*; our website, pw.org; and our premium newsletter *Grants & Awards: The Writing Contest Newsletter*.

The deputy editor reports to the editor in chief. This is a full-time position in our New York City office, requiring flexibility to work both at home and in the office. Annual salary: \$75,000, plus benefits including fully paid medical insurance and generous paid time off.

RESPONSIBILITIES INCLUDE:

- Execute the editorial vision for *Poets & Writers Magazine* and pw.org, as established by the editor in chief, with a focus on practical information and advice about writing, publishing, and technology.
- Assign and edit articles, essays, and features for the print magazine and website.
- Write articles for the magazine and website, as needed.
- Bring in new contributors and maintain strong relationships with freelancers.
- Plan, help compile, edit, prepare, and schedule weekly installments of *Grants & Awards: The Writing Contest Newsletter*.
- Curate, edit, prepare, and publish installments of online series such as Ten Questions and Daily News.
- Provide editorial and technical support for the magazine's virtual events.
- Maintain general editorial e-mail inbox, evaluate and respond to queries and submissions.
- Provide support and guidance for other editorial staff members, as needed.
- Manage the editorial department in the event of the editor in chief's absence.

QUALIFICATIONS AND EXPERIENCE:

- At least five years of editorial magazine experience.
- Strong developmental and line editing skills.
- Excellent journalistic writing skills.
- Razor-sharp attention to detail and ability to work on deadline.
- In-depth knowledge of the literary community and publishing industry as well as insight into the needs of creative writers and the challenges they face at all stages of a career.
- Proficient in Adobe InDesign, Photoshop, Constant Contact, Microsoft Teams, and Zoom as well as capacity to learn and work in a Drupal content management system.
- Familiarity with *Chicago Manual of Style*.
- Strong cultural competency; capacity to work effectively and sensitively with writers from a wide range of backgrounds, including BIPOC writers, LGBTQ+ writers, and others, to bring their work to our readers.

- Upholds P&W's values—service, integrity, inclusivity, and excellence—and shares the organization's commitment to antiracism and to creating an online writing community that is diverse, welcoming, and supportive of all writers including BIPOC, LGBTQ+, and disabled writers.

TO APPLY:

Please send résumé and cover letter via e-mail to: Kevin Larimer, Editor in Chief, at editor@pw.org. Please include “Deputy Editor” in the subject line. Attachments must be .doc or .pdf; other file types will not be opened. No calls, please.

Note that, as part of our commitment to pay equity and transparency, Poets & Writers has a no-negotiation hiring policy. The salary cited in a job listing is the non-negotiable salary for the role; our benefits package is the same for all employees and is also non-negotiable.

Poets & Writers is an Equal Opportunity Employer, committed to building a diverse and inclusive staff. Individuals from all backgrounds are encouraged to apply, including veterans and those with disabilities.

ABOUT POETS & WRITERS

Poets & Writers is the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers in the United States. Our mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

We advance this mission through our flagship publication, *Poets & Writers Magazine*; pw.org, a website that offers information, inspiration, and a lively online community for writers; and programs that provide writers professional development opportunities, financial support, validation, and community. We sponsor the Maureen Egen Writers Exchange Award and the Jackson Poetry Prize. Our work is guided by our core values: service, inclusivity, integrity, and excellence, and by our commitment to becoming an antiracist organization. Learn more at pw.org.

as of February 9, 2026