

**Galen Williams Fellowship Program
Joseph F. McCrindle Foundation Online Editorial Fellow**

In honor of its founder, Galen Williams, and in order to nurture the next generation of leaders for the literary field, Poets & Writers offers the Galen Williams Fellowship Program.

The Joseph F. McCrindle Foundation Online Editorial Fellow will work with the editorial department, assisting in the production of content for pw.org. This paid fellowship will provide experience in the production of online content and the management of a dynamic, highly trafficked website.

The position is best suited to a graduate student or an individual who has recently completed a graduate degree; however, other qualified and motivated candidates will also be considered. The fellow will work twenty hours per week for approximately ten months, providing valuable support as well as fresh insight and creativity to our team. In turn, Poets & Writers will provide a comprehensive apprenticeship in online editorial work. In addition to gaining extensive work experience, the fellow will:

- Meet weekly with supervisor; in addition to reviewing tasks to be accomplished, the fellow will be encouraged to reflect upon what he/she is learning and to ask questions about the field and related career opportunities.
- Participate in a series of one-on-one meetings, arranged by P&W, with leaders in the field to be selected based upon the fellow's interests. These may include, for example, colleagues at partner organizations, among others.

Responsibilities include:

- Contributing to the writing and development of select content for pw.org;
- Posting content online using Drupal content management system;
- Updating online databases and conducting related outreach and research;
- Participating in implementation of social networking strategies;
- Executing administrative office duties as necessary.

Qualifications:

- Demonstrated interest in publishing;
- Excellent writing and research skills;
- Familiarity with literary community;
- Familiarity with Microsoft Office and Adobe programs;
- High-level communication skills;
- Internet proficiency;
- Organized, detail-oriented, and reliable.

This half-time fellowship begins in September 2013 and ends in June 2014. The salary is \$12,400 for the term of the fellowship (\$15.50/hour). P&W will be pleased to cooperate with the fellow's school to provide credit, if so requested.

To apply, please forward a cover letter, résumé, and letter of recommendation to Kevin Larimer, Editor in Chief, at editjobs@pw.org. Please include “Web Fellow” in the subject line. Attachments should be .pdf, .doc, or .rtf files; other file types will not be opened. No calls, please. **The deadline for applying is June 17, 2013.**

About Poets & Writers

Poets & Writers (P&W), respected and trusted as the primary source of information, support and guidance for poets, fiction writers, and creative nonfiction writers, is the nation’s largest nonprofit organization serving creative writers.

Founded in 1970, the organization’s 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.

P&W accomplishes this through *Poets & Writers Magazine*, an award-winning bimonthly journal; pw.org, a website that provides trustworthy advice, information, and a lively online community for writers; the Readings/Workshops Program, which pays writers fees for giving readings and leading workshops throughout New York and California, as well as in eight cities outside those states; and awards for writers including the \$50,000 Jackson Poetry Prize, the Maureen Egen Writers Exchange Award, and the Amy Award. Learn more at pw.org.

Poets & Writers is an equal opportunity employer and encourages diversity in its hiring.