



Poets&Writers

ASSISTANT EDITOR, *Poets & Writers Magazine*

The assistant editor is a key member of the editorial team and is responsible for providing vital editorial support for our flagship publication, *Poets & Writers Magazine*, and our website, pw.org. The role requires razor-sharp attention to detail and an eagerness to fully engage with the project of ensuring the continued accuracy of the magazine's premiere resources for writing contests and retreats. The assistant editor will have an opportunity to hone researching, fact-checking, and editing skills as part of a deeply dedicated team and to contribute to the nation's leading publication for literary writers.

The assistant 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.

Responsibilities Include:

- Researching, writing, and updating the Grants & Awards and Conferences & Residencies sections of *Poets & Writers Magazine* and the corresponding databases at pw.org, as well as obtaining photos of recent winners and writers retreats from sponsoring organizations.
- Reviewing the addition of Deadlines and Conferences & Residencies listings to the databases and styling and proofreading the online Recent Winners page for each issue's launch.
- Contributing weekly installments of Upcoming Deadlines and Writing Contest News, as well as interviews with administrators, judges, and recent winners, and obtaining visual assets such as photos and logos for Grants & Awards: The Writing Contest Newsletter.
- Scheduling the promotion of new editorial content on Facebook and Bluesky.
- Fact-checking and proofreading articles for *Poets & Writers Magazine*.
- Contribute and/or edit articles, essays, and interviews to the magazine and website, as needed.
- Performing other editorial duties, as needed, including photo and article research.

Qualifications and Experience:

- At least two years of experience editing for print and/or online magazines.
- Excellent journalistic writing, developmental editing, and communication skills.
- Extremely organized with razor-sharp attention to detail on deadline.
- Cooperative, enthusiastic attitude.
- Familiarity with literary community and interest in contemporary literature.

- Proven success with audience engagement on social media platforms (Bluesky and Instagram).
- Familiarity with Chicago Manual of Style a plus.

Compensation & Benefits:

- Salary: \$47,500
- Medical, Dental, Vision Insurance
- Life Insurance, Long-term Disability
- 403(b) Pension Plan
- Three weeks paid vacation (increases to four weeks with tenure); four personal days; ten paid holidays; up to ten sick days

TO APPLY

Please send resume and cover letter to Kevin Larimer at klarimer@pw.org; include “Assistant Editor” in subject line. Attachments should be .docx or .pdf; other file types will not be opened.

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 a 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.