



ASSISTANT EDITOR, *Poets & Writers Magazine*

The assistant editor is a key member of the editorial team for *Poets & Writers Magazine*. The assistant editor edits the News & Trends department for the print edition while providing editorial and administrative support to the editorial office. The assistant editor reports to the editor in chief.

This is a full-time position in our New York City office; we offer a competitive salary and a comprehensive benefits package that includes fully paid medical, dental, vision, and life insurance, a 403(b) plan, and generous time off.

Responsibilities include:

- Assigning, editing, and/or writing articles and essays for the News & Trends department of each issue, as well as researching and soliciting artwork and photographs for the section.
- Editing Letters to the Editor.
- Proofreading Grants & Awards.
- Preparing Grants & Awards for each issue's web close; coordinating the addition of Deadlines listings to the database and styling and linking the online Recent Winners page.
- Creating online-only content related to each issue's News & Trends section.
- Maintaining the editor@pw.org inbox; fielding editorial telephone calls.
- Reading and evaluating spec and query letters for the editor in chief.
- Performing other editorial duties, as needed, including photo and article research, fact checking, proofreading, and handling permissions.
- Performing administrative duties, as needed, including filing, writing correspondence, and handling mail, among other tasks.

Qualifications and Experience:

- Excellent writing, editing, and communication skills.
- Strong computer skills, especially in Access, InDesign, and content management systems.
- Highly organized with attention to detail.
- Familiarity with *Chicago Manual of Style* a plus.
- Familiarity with social media platforms (Twitter, Facebook).
- Professional phone manner.
- Familiarity with literary community and interest in contemporary literature.
- Cooperative, enthusiastic attitude.

To Apply:

Send cover letter and resume to Kevin Larimer at editjobs@pw.org. Include “Assistant Editor” in the subject line. Attachments should be .pdf, .doc, or .rtf files; other file types will not be opened. No calls, please.

About Poets & Writers:

Founded in 1970, Poets & Writers is respected and trusted as the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers. Our work is rooted in the belief that literature is vital to sustaining a vibrant culture. We focus on nurturing literature’s source: creative writers.

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.

In addition to our flagship publication, *Poets & Writers Magazine*, we advance our mission through 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.