ASSISTANT EDITOR, Poets & Writers Magazine

Poets & Writers Magazine is an award-winning bimonthly magazine for the creative writing community. The leading journal of its kind, it enjoys a readership of 100,000 and a robust online presence. It is published by Poets & Writers, a nonprofit organization formed in 1970 to help creative writers and the literary community nationwide.

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 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 an excellent benefits package.

RESPONSIBILITIES INCLUDE:

- Researching, writing, preparing, and posting Daily News on pw.org each weekday morning.
- Promoting editorial content and audience engagement on Facebook, Twitter, and Instagram.
- Fact-checking articles for Poets & Writers Magazine and the Poets & Writers Guides.
- Editing Letters to the Editor and compiling In Memoriam for each issue of the magazine.
- Writing sidebars and other brief editorial pieces for the magazine.
- Reading and evaluating spec and query letters; participating in editorial meetings.
- Assisting in the editing of Online Exclusives, including Ten Questions, on pw.org.
- Contribute to the creation of weekly writing prompts on pw.org.
- Research, compile, and enter events in the Events Calendar on pw.org.
- Performing other editorial duties, as needed, including photo and article research as well as proofreading.
- Performing other administrative duties, as needed, including filing, writing correspondence, and handling mail for the editorial department, among other tasks.

QUALIFICATIONS AND EXPERIENCE:

- At least two years of experience editing for print and/or online magazines.
- Excellent journalistic writing, developmental editing, and communication skills.
- Strong computer skills, especially in Access, content management systems, and InDesign.
- Highly organized with attention to detail.
- Familiarity with Chicago Manual of Style a plus.
- Familiarity with social media platforms (Twitter, Facebook).
- Familiarity with literary community and interest in contemporary literature.
- Cooperative, enthusiastic attitude.
TO APPLY

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

Salary commensurate with experience; comprehensive benefits package includes fully paid medical, dental, vision and life insurance; 403(b) plan; and generous time off.

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

ABOUT POETS & WRITERS

Founded in 1970, Poets & Writers will celebrate its 50th Anniversary in 2020. It 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.

As we move into our 50th Anniversary year, our vision is that Poets & Writers will empower writers and strengthen literary communities in every corner of the United States.

We advance our mission through our flagship publication, Poets & Writers Magazine; 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; Poets & Writers Live; and awards for writers including the Jackson Poetry Prize, the Maureen Egen Writers Exchange Award, and the Amy Award. Learn more at pw.org.