

POETS & WRITERS, INC.
ASSISTANT EDITOR, ONLINE RESOURCES

The assistant editor, online resources, is an integral part of the team responsible for developing and maintaining Poets & Writers' website (pw.org), which attracts more than 1.5 million unique visitors per year and is the creative writer's primary online source for information and advice.

Responsibilities include maintaining a variety of databases, participating in the development of new online resources, and conducting related research. The position offers a fastidious, knowledgeable, and web-savvy person an opportunity to contribute to the ongoing development of Poets & Writers' fast-growing online service to creative writers. This is a remote, part-time position. Candidates must be U.S. residents and available to work twenty hours per week between 11:00AM and 7:00PM EST, Monday to Friday; exact days and hours negotiable. Annual salary: \$22,500. Reports to the Digital Director.

Responsibilities include:

- Maintaining P&W's databases of small presses, literary magazines, literary agents, literary places, MFA programs, and review outlets.
- Producing select online content, including Clips for the Poets & Writers Theater and others, as assigned.
- Assisting with the maintenance of P&W's online resources, including the Directory, Top Topics for Writers, and the Literary Events Calendar.
- Promoting select content on social media, as needed.
- Ensuring that assigned content areas are current and accurate and adhere to house style.
- Learning, adapting to, and providing feedback on online features, tools, resources, and databases, and providing input on website enhancements/improvements.
- With digital director and marketing team, create visibility for online resources, including promotion and engagement on social media, outreach to P&W constituencies, etc.

Qualifications and Experience:

- Excellent research, writing, and communication skills.
- Web savvy; strong experience with maintaining databases.
- Highly organized and outstanding attention to detail.
- Familiarity with the literary marketplace.
- Independent, self-motivated worker.
- At least one year of office experience.
- Passion for contemporary poetry and literary prose.
- Experience with basic HTML, Drupal, e-newsletters, and social media, a plus.
- Experience as a proofreader or fact-checker, a plus.
- Upholds P&W's values—service, integrity, inclusivity, and excellence—and shares our commitment to antiracism.

To Apply:

Please send résumé and cover letter via e-mail (“Assistant Editor, Online Resources” in the subject line) to: Jessica Kashiwabara, Digital Director, jkashiwabara@pw.org. Attachments must be .doc or .pdf; other file types will not be opened. No calls, please.

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 nation’s leading nonprofit serving 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.

We advance this 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; and unique professional development opportunities, including Get the Word Out, a publicity incubator for emerging writers. We offer two significant awards: 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 our commitment to becoming an antiracist organization. Learn more at pw.org.

as of August 31, 2023