

ASSISTANT WEB EDITOR

The assistant web editor 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, producing select web content, 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 full-time position in our New York City office. (Note: Will initially require working remotely; we anticipate returning to our offices later this year.) Benefits include health insurance, paid time off, and more. Reports to the senior web editor.

RESPONSIBILITIES INCLUDE:

- Producing select online content, including Clips for the Poets & Writers Theater as well as The Time Is Now, both print and online, and its corresponding e-newsletter.
- Maintaining the databases of small presses and literary magazines.
- Assisting with the maintenance of P&W's online resources, including the Poets & Writers Directory, Literary Events Calendar, and the databases of MFA programs, literary places, and reading venues.
- 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.
- Improving social media presence, including promoting and integrating select featured online content on Facebook, Twitter, Pinterest, Instagram, and Tumblr accounts.
- Collaborating with editorial and marketing staff to execute strategies to build engagement on pw.org and social media platforms.
- Providing and improving information services with professionalism: responding to written, phone, and e-mail queries from writers, and providing accurate information and outstanding, courteous service.



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 two years of office experience.
- Passion for contemporary poetry and literary prose.
- Experience with basic HTML, Drupal, and e-newsletters, a plus.
- Experience as a proofreader or fact-checker, a plus.

TO APPLY:

Please send resume and cover letter to Jessica Kashiwabara, Senior Web Editor, by e-mail to jkashiwabara@pw.org. Attachments should be .doc or .pdf; other file types will not be opened. No calls, please.

Poets & Writers is an Equal Opportunity Employer, committed to a building a diverse staff. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.

ABOUT POETS & WRITERS:

Founded in 1970, Poets & Writers is marking 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 celebrate 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 and the Maureen Egen Writers Exchange Award. Learn more at pw.org.

as of July 1, 2020