ASSOCIATE 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 associate 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 associate 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 and updating the Grants & Awards and Conferences & Residencies section of Poets & Writers Magazine and the corresponding databases at pw.org.
• 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.
• Preparing online content associated with News & Trends article for each issue’s web close.
• Reviewing Grants & Awards for each issue’s web close; reviewing the addition of Deadlines and Conferences & Residencies listings to the databases and styling and linking the online Recent Winners page.
• Contributing to the writing of G&A: The Contest Blog; maintaining Prize Reporter Twitter feed.
• Reading and evaluating submissions.
• Contributing to and editing exclusive content at pw.org when appropriate.

Qualifications and Experience:

• At least three years of experience editing for print and/or online magazines.
• Excellent journalistic writing, developmental editing, and communication skills.
• Strong computer skills, especially in InDesign, Photoshop, and Drupal content management.
• 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.
• Professional, cooperative, enthusiastic attitude.

To Apply:

To apply, send résumé and cover letter to: Kevin Larimer, editor in chief at klarimer@pw.org. Attachments must be .pdf, .doc, or .rtf files; other file types will not be opened. No calls, please.

Poets & Writers is an Equal Opportunity Employer.
Applicants of all backgrounds are strongly encouraged to apply.
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.

We advance this mission through our flagship publication, Poets & Writers Magazine; our website, pw.org, which 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, a series of live events presented around the nation; and awards for writers including the $60,000 Jackson Poetry Prize, the Maureen Egen Writers Exchange Award, and the Amy Award. Learn more at pw.org.

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