

EDITORIAL ASSISTANT, *Poets & Writers Magazine*

The editorial assistant researches and writes the Grants & Awards and Conferences & Residencies sections of the magazine and provides editorial and administrative support to the editorial office. This is a part-time position (20 hours per week, days and hours negotiable). Reports to the editor in chief.

Responsibilities include:

- Researching, writing, and updating the Grants & Awards and Conferences & Residencies sections of the magazine.
- Reading and evaluating spec and query letters for the editor in chief.
- Compiling and editing Letters to the Editor section of print magazine.
- Maintaining the Conferences & Residencies database on pw.org.
- 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 skills and communication skills.
- Strong computer skills, especially in Adobe Creative Suite, including InDesign, and Content Management systems.
- Highly organized with attention to detail.
- Familiarity with *Chicago Manual of Style* a plus.
- Office experience.
- Professional phone manner.
- Familiarity with literary community and interest in contemporary literature a plus.
- Cooperative, enthusiastic attitude.

To Apply:

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

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