

Online Editorial Assistant

The online editorial assistant is an integral part of the team responsible for developing and maintaining Poets & Writers' website (pw.org). Under the direction of the editor in chief, pw.org attracts over a 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. In addition, the editorial assistant is often the first point of contact with writers and others seeking assistance, and as such is key to maintaining the high level of service and integrity for which Poets & Writers is known.

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. The online editorial assistant reports to the editor in chief. This is a full-time position in our New York City office; it includes excellent benefits and potential for growth.

Responsibilities include:

- Maintaining, enhancing, and producing select online content, including Top Topics for Writers, The Time Is Now, Clips, and Agent Advice, and promoting it via social media.
- Administering the Directory of Poets and Writers, and maintaining the integrity of its 9,000+ listings of contemporary authors; screening publishers for the Directory's list of approved publishing credits.
- Assisting with the maintenance of other online resources and directories, including P&W's databases of small presses, literary magazines, literary agents, literary places, review outlets, and MFA programs, plus the Literary Events Calendar.
- Assisting with research for and implementation of new online tools and resources.
- Communicating with writers and contacts at magazines, small presses, and other entities regarding their listings in pw.org's databases.
- Conducting outreach and research related to the maintenance of databases.
- Ensuring that assigned content areas are current and accurate and adhere to house style.
- Assisting with efforts to respond to written, phone, and e-mail queries from writers, providing accurate information and outstanding, courteous service.
- Serving as back up to the Administrative Coordinator, whose duties include greeting visitors, receiving packages, checking and forwarding phone messages, among other administrative office tasks.

Qualifications and Experience:

- Excellent research, writing, and communication skills.
- Web savvy; strong experience with maintaining databases.
- Experience with basic HTML, CSS, and Drupal, a plus.
- 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 as a proofreader or fact-checker, a plus.

To Apply:

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

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 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; and awards for writers including the \$50,000 Jackson Poetry Prize, the Maureen Egen Writers Exchange Award, and the Amy Award. Learn more at pw.org.

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