

**Literary Outreach Coordinators:
Detroit, Houston, and New Orleans**

Poets & Writers is hiring three part-time Literary Outreach Coordinators, one each in Detroit, Houston, and New Orleans.

As part of a pilot project funded by the Hearst Foundations, Literary Outreach Coordinators will be equal parts community organizers and local correspondents, responsible for increasing awareness of Poets & Writers' tools and resources for writers with a special focus on the availability of grants through our Readings & Workshops Program. With extensive support from Poets & Writers, Outreach Coordinators will have a unique opportunity to strengthen the literary community and help writers in their city.

The ideal candidate is a writer engaged with their city's literary community, eager to talk with and learn about writers from various backgrounds, working in various genres, throughout their city. They should be passionate about helping other writers, a good organizer with an entrepreneurial spirit, and familiar with Poets & Writers.

Outreach Coordinators should anticipate committing an average of seven to ten hours per week, and will be paid a stipend of \$500 per month. Work will begin in February 2019 and end in December 2020. There will be an in-person training in New York City in late February or early March; travel expenses will be covered.

Responsibilities include:

- Attend literary events regularly (readings, open mics, panel discussions, etc.) to share P&W information and materials
- Identify organizations that sponsor literary events (or that could do so) and encourage them to apply for Readings & Workshops support
- Document select events supported by P&W with photos, video, and/or written reports
- Post information about upcoming literary events to our online Literary Events Calendar and app, Poets & Writers Local
- Write blog posts, chronicling the literary life of your city
- Organize Roundtable Meetings, bringing together local writers and/or representatives of organizations to network and learn more about funding, tools, and resources available via Poets & Writers
- Produce readings featuring authors supported by Readings & Workshops
- Submit reports on all activities, including a detailed final report

Qualifications:

- Familiar with the local literary community and with Poets & Writers;
- Demonstrated work experience in community-oriented projects;
- Experience presenting readings, panels, workshops or similar events;
- Excellent writing and in-person communication skills;
- Savvy on social media;
- Organized, detail-oriented and reliable.

To Apply:

Please send your resume, a list of three references, and a cover letter to: Bonnie Rose Marcus at rw-east@pw.org with the subject line “LOC Application.” Your cover letter should demonstrate your knowledge of the local literary scene (including marginalized writers), your familiarity with Poets & Writers (including our Readings & Workshops program, magazine, and website), and your outstanding writing ability. Attachments must be .doc or .pdf; other file types will not be opened. No telephone calls, please. **APPLICATIONS ARE REQUESTED BY FRIDAY, FEBRUARY 8.**

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