

Job Announcement  
Director of Youth Programs

Literary Arts seeks a creative and experienced individual with a strong background in education and the literary arts to lead our county-wide Youth Programs.

The Youth Programs of Literary Arts serve over 4,000 students each year. Youth Programs include Writers in the Schools (established in 1996) employing 20-25 established and emerging writers each year to teach creative writing in Multnomah County's public high schools. Additional Youth Programs, which are designed to engage students in contemporary literary life, include Students to the Schnitz, College Essay Mentoring, Verselandia and Wordstock: Portland's Book Festival. The Director supervises all program components, both on and off campuses. The Director is also responsible for supervising administrative staff and interns, hiring a diverse roster of teaching artists, staffing the Youth Programs Advisory Council, strategic planning, budgeting, supporting grant writing, program evaluation, and the continued development of the WITS Apprentice program for writers of color.

For more information about Literary Arts, please visit [www.literary-arts.org](http://www.literary-arts.org).

Responsibilities

- Hire, train, and supervise 20-25 writers teaching in the schools. Provide ongoing professional development for writers through individual observation and feedback and writers' meetings.
- Communicate regularly with teachers, librarians, writers and school administrators. Facilitate scheduling and planning and ensure accessibility and success of program services.
- Coordinate contracting and payments from schools and contracting and payments to writers.
- Design and implement program evaluation.
- Collaborate with Development staff on fundraisers and provide consultation on grant applications.
- Supervise off-site Youth Program staff.
- Plan and execute youth classes, attendance and readings at Wordstock: Portland's Book Festival.
- Plan and execute Verselandia youth poetry slam with Youth Program staff and community partners.
- Collaborate with Literary Arts staff and community partners on Everybody Reads.
- Collaborate with and supervise the Associate Manager, Programs to coordinate public student readings and the annual publication of a high-quality print literary anthology and digital chapbook.
- Collaborate with the Associate Manager, Programs to hire and supervise between 2-4 interns each year.
- Supervise the Associate Manager, Programs in charge of College Essay Mentoring, Students to the Schnitz, print and digital publications, evaluation reports, the Youth Programs blog, and PR.
- Cultivate partnerships with education and arts organizations locally and nationally and generate new collaborative opportunities.
- Collaborate with the Executive Director, Board of Directors, Youth Programs Advisory Council and staff to ensure program sustainability and growth in 2017-2018 and beyond.
- Act as a spokesperson for the program/organization and its mission.

## Qualifications

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying. Please be clear and specific about how your background is relevant.

- Significant experience in arts administration and development.
- Proven management and leadership skills.
- Outstanding organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Strong background in the literary arts; graduate degree in literature or creative writing preferred.
- Strong background in secondary education best practices and trends.
- Experience teaching as a writer in schools preferred.

This is a full time position or .75 FTE position, with a somewhat flexible schedule. The director will have management oversight of up to 4 part time staff, and 20-25 contractors.

Diversity, Equity, and Inclusion: Literary Arts is committed to creating a diverse, inclusive, and equitable environment for our employees and volunteers. We welcome applicants from diverse backgrounds and experiences. We are an Equal Opportunity Employer.

Compensation: \$55,000 to \$65,000 (for an FTE / pro-rated for .75 FTE) depending on experience. Health and dental coverage, 401(k), and three weeks of paid time off.

## To Apply

Please send a PDF document that includes the following items to Mel Wells at [mel@literary-arts.org](mailto:mel@literary-arts.org).

- 1) Cover Letter
- 2) Resume

Deadline: First review of applications will begin on March 31, 2017. Applications will be reviewed on an on-going basis.

## About Literary Arts

Literary Arts is a community-based nonprofit arts organization located in Portland, Oregon with a 33-year history of serving the state's readers and writers. Our programs support, promote, and celebrate Oregon's writers and publishers through the Oregon Book Awards & Fellowships program; inspire public high school students to write, revise, edit, publish, and perform their own creative writing through Youth Programs; bring the world's most celebrated writers, artists, and thinkers to Oregon to engage with our community in Portland Arts & Lectures; and build community around literature through Wordstock: Portland's Book Festival. We also guide discussion groups around great works of literature through a program called Delve. For more information about Literary Arts, visit [www.literary-arts.org](http://www.literary-arts.org).

The mission of Literary Arts is to engage readers, support writers,  
and inspire the next generation with great literature.

[www.literary-arts.org](http://www.literary-arts.org) | 925 SW Washington Street | Portland, Oregon 97205 | t: 503.227.2583 f: 503.241.4256