

Job Announcement Youth Programs Coordinator

Literary Arts seeks a program coordinator with excellent attention to detail, experience working with youth and/or in education, administrative experience, and a passion for literature to assist in running Youth Programs.

Youth Programs reach more than 4,000 students annually. Our core program is Writers in the Schools (WITS), which sends professional writers into public high school classrooms for creative writing residencies. We also run Students to the Schnitz, which provides tickets and transportation for youth to literary events; the College Essay Mentoring Project (CEMP), pairing students working on college applications with volunteer mentors; and Verselandia!, the all-city youth poetry slam.

For more information about Literary Arts, visit www.literary-arts.org.

Overview

The Coordinator supports the Director of Youth Programs to execute the work of youth programs. This will include some administrative work as well as more in-depth work on some projects. The Coordinator will also manage the YP website and blog posts, and assist at events as needed. Comfort working in a team as well as working collaboratively with school partners is essential.

This position reports to the Director of Youth Programs. This is a full-time non-exempt position, 40 hours a week, including some evenings.

Responsibilities

- Perform supporting tasks for WITS, Students to the Schnitz, CEMP, and Verselandia! as necessary
- Assist at Portland Book Festival, PAL events, and student readings (some evenings and weekends)
- Organize WITS readings in collaboration with teachers and venues
- Lead WITS anthology submission process
- Assist in anthology and chapbook production
- Administer contracts for programs and events
- Keep YP website up to date
- Distribute program and event evaluation and log data
- Create blog entries for Youth Programs activities
- Other duties as assigned

www.literary-arts.org | 925 SW Washington Street | Portland, Oregon 97205 | t: 503.227.2583 f: 503.241.4256

Qualifications

- Undergraduate degree or equivalent qualification.
- Commitment to literature and its place in our community.
- Outstanding oral and written communication skills.
- Experience in working with youth and/or in arts education
- Impeccable attention to detail.
- Excellent proofreading skills.
- Fluency with Mac and Microsoft business applications, some familiarity with FileMaker Pro and/or Adobe Suite a plus.

Compensation:

Between \$40,000 and \$45,000 annually.

This is a full-time non-exempt position with benefits.

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.

To Apply

Please send a PDF document with the subject line “Youth Programs Coordinator” that includes the following items to YPapplications@literary-arts.org.

- 1) Cover Letter
- 2) Resumé

Deadline to apply: September 18, 2018

No phone calls please.



[Literary Arts](#) is a community-based nonprofit arts organization, located in Portland, with an over 30-year history of serving the state's readers and writers. Our programs include Portland Arts & Lectures, one of the country's largest lecture series; Oregon Book Awards & Fellowships, which celebrates Oregon's writers and independent publishers; Youth Programs, which inspire students to write, revise, edit, publish, and perform their own creative writing; and Portland Book Festival, which builds community around literature through author events, workshops, a book fair, and more. We also host guided discussion groups around great works of literature through a program called Delve. For more information about Literary Arts, visit literary-arts.org.

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

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