

Position: Programs Assistant

Category: Full time, regular

Reports to: Director of Public Programs & Youth Programs Director

Work schedule: Monday–Friday, 9:00 a.m.–5:00 p.m.; some evening and weekend hours required

Salary range: \$35,000 – \$42,500, plus benefits

Organization:

Literary Arts is a nonprofit literary organization based in Portland, OR. Our mission is to engage readers, support writers, and inspire the next generation with great literature.

Our programs create opportunities for readers and writers of all ages and walks of life to engage with stories. We provide programs in concert halls, classrooms, our community space, and on the radio. Literary Arts is committed to remaining a dynamic and responsive organization that will continue to evolve with our community's needs and deepen our equity work across all our programs.

The Position:

Literary Arts seeks an enthusiastic, well-organized individual to assist the Public Programs and Youth Programs teams on a full-time basis; this role will be split between these two teams. This is an entry-level position which plays a key role in the daily operations of an established and dynamic literary nonprofit, offering wide-ranging experiences to a candidate seeking a career in arts administration.

Essential Duties and Responsibilities:

- Administrative support: data entry and management, processing applications and surveys, processing and coding invoices, and managing vendor/contractor payments.
- Program support: liaise with education partners, event coordination for internal staff and council meetings and gatherings.
- Writing and editing: copywriting for various print projects, updating Literary Arts website including recording programmatic activities as blog posts.
- Customer service: front line support as needed for phone and door.
- Other duties as assigned.

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

BOARD OF DIRECTORS: Amy Prosenjak, *Chair*, Jill Abere, David Angeli, Joan Cirillo, Amy Donohue, Ann Edlen, Sarah Gibbon, Betsy Henning, Jonathan Hill, Mitchell S. Jackson, Maurice King, Anis Mojgani, Justice Adrienne Nelson, Corrine Oishi, Katherine O'Neil, Ramón Pagán, Bob Speltz, Dennis Steinman, Geoffrey Tichenor, Chabre Vickers, Amy Wayson STAFF: Andrew Proctor, *Executive Director*, Sophie Albanis, Maggie Allen, Amanda Bullock, Lydah DeBin, Jennifer Gurney, Hunt Holman, Olivia Jones-Hall, Brandon Lenzi, Hope Levy, Allegra Lopez, Jessica Meza-Torres, Susan Moore, Jules Ohman, Liz Olufson, Emily Prado, Valeria Ramirez, Jyoti Roy

Skills and Competencies:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying.

- Excellent communication skills including verbal, oral, and written with program directors, co-workers, contractors, and constituents.
- Exceptional organizing and project management skills, attention to detail.
- Strong time management skills, including the ability to set and meet deadlines, manage multiple tasks, and show flexibility with tasks.
- Discretion in working with confidential information.
- Fluency with Mac and Microsoft business applications, including the Microsoft Suite and the Adobe Suite.
- Experience with Filemaker Pro, Wordpress and/or basic design programs not required but a plus.

Qualities:

- Desire to communicate and collaborate with people of diverse backgrounds.
- Comfortable in an environment that acknowledges, encourages, and celebrates differences.
- Impeccable attention to detail.
- Good sense of humor.
- Commitment to the mission of Literary Arts.

Experience:

Literary Arts acknowledges and celebrates all types of learning: academic, career and on-the-job training, as well as volunteer and military service. Literary Arts' goal is to hire and retain individuals who have demonstrated success performing the essential duties of the position and/or who possess the qualities to learn new skills quickly. Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is strongly recommended for this role.

Note: During the current public health crisis, Literary Arts staff are working from their homes. Literary Arts provides computers, monitors, and chairs for home use, along with other technology support as needed. However, once the organization can return to office operations, this position will be based in Portland, Oregon at our downtown office, requiring in-person attendance, though a combination of work-from-home and in-office schedule can be accommodated.

Equipment:

Used: PC laptop, copier/printer, postage machine, and other standard office equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

Physical Demands: Concentrated periods of computer keyboarding are required throughout the workweek. Extended periods of sitting are also required for meetings. Some lifting of boxes is required. Work is performed in a fast-paced and deadline driven environment with frequent interruptions and reorganizing of priorities.

Application Information:

To apply for this position, please submit a resume and cover letter to applications@literary-arts.org.

Review of applications will begin December 3, 2021.