

Position: Programs for Writers Coordinator

Category: Full-Time, Regular Employee

Type: Salaried, Non-exempt

Reports to: Director of Programs for Writers

Work Schedule: Mon – Fri, 9 a.m. – 5 p.m.; 2-4 evenings a month and some weekend hours required.

Salary: \$45,500-52,500, depending on experience, 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:

The Programs for Writers Coordinator serves as a support to Programs for Writers, which includes writing classes and Delve seminars, the Oregon Book Awards and Fellowships Program, and @Literary Arts, free literary events at our downtown center. Duties of this position include administrative responsibilities for adult education, including teacher contracts, student evaluations, and serving as a resource for teachers and students. Responsibilities also include producing and curating 30-35 evening events each year, managing event interns, and assisting in the production of the annual Oregon Book Awards ceremony. This position is also responsible for processing book awards and fellowships applications, assisting in ensuring a fair and accurate judging process, and working to promote Oregon's authors.

The Programs for Writers Coordinator actively participates in ongoing efforts to further an organizational culture that supports and reinforces the equity, diversity, and inclusion goals of Literary Arts.

Essential Duties and Responsibilities:

Writing classes and Delve seminars: (50%)

- Generates contracts and manages teacher/guide payments.
- Generates, distributes, and tracks student evaluations.
- Generates class rosters for teachers; provides Zoom support for teachers and students as needed.
- Trains liaisons for in-person classes; provides occasional on-site support for evening classes.
- Serves as a resource for questions from current and potential students.
- Builds and maintain professional relationships with teachers and students.
- Assists Director of Programs for Writers with teacher recruitment and training.

Oregon Book Awards and Fellowships: (25%)

- Understands all aspects of the application process for book awards and fellowships and serves as resource for community outreach and questions.
- Oversees the Oregon Book Awards & Fellowships application process, including supervising interns for entering applicant data.
- Works with Director of Programs for Writers and the marketing department to promote finalists and fellowship recipients, including but not limited to planning public readings and interviewing authors for blog posts.
- Assists with the planning and execution of the Oregon Book Awards ceremony.

@Literary Arts (free literary events in our space) (25%)

- Coordinates all aspects of event production for 30-35 free literary events each year, including Literary Arts' resident series: Incite, One Page Wednesday, Slamlandia, and the BIPOC reading series.
- Curates and cultivates new and existing partnerships for @Literary Arts events, in consultation with Director of Programs for Writers.
- Manages all aspects of event production for @Literary Arts events.

Other/General

- Other duties as assigned by the Director of Programs for Writers.

Skills and Competencies:

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.

- Commitment to literature and its place in our society.
- Ability to interact positively with people of diverse backgrounds.
- 2+ years' experience in office administration, event production, or a related field.
- Fluency with Mac and Microsoft business applications, especially Microsoft Excel.
- Ability to set and meet deadlines and manage multiple tasks.
- Excellent communication skills, both written and verbal.
- Strong attention to detail.
- Ability to appropriately manage highly confidential information.
- Comfortable in an environment that acknowledges, encourages, and celebrates differences.

Qualities:

- Desire to communicate and collaborate with your team and cross-departmentally.
- Excitement to work in an environment that acknowledges, encourages, and celebrates differences.
- 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.

Job Conditions:

Office layout is open concept, with three common spaces used for meetings, events, and workshops. Approximately 65% of the workday is spent at an unshared computer workstation. The rest of the time is spent in meetings, events, and performing tasks around the office. This role requires evening work at events approximately 2-4 evenings a month.

Equipment Used:

MacBook, 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 may be requested. Event set-up requires moving tables and chairs with the assistance of other staff. 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 (please address in your cover letter the importance of diversity and inclusion in the arts).

After you submit your application materials, you will be invited to participate in a voluntary survey. Literary Arts is committed to DEI initiatives, and data collected from these surveys allows us to measure and show the progress we are making in a concrete way.

Open until filled. First review of applications will be January 5, 2024.