



LITERARY ARTS

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Position Title: Oregon Book Awards & Fellowships Intern

Category: Internship

Reports to: Programs for Writers Coordinator

Estimated internship duration: July 7 – September 8 (10 weeks)

Work Schedule: 6-8 hours per week, to be completed during regular business hours, between Monday – Friday, 9:00 a.m. – 5:00p.m.

Location: Literary Arts, located at 716 SE Grand Ave. This is an in-person internship.

Stipend: \$1,200

INTERNSHIP DESCRIPTION

Literary Arts seeks an intern to assist with administrative tasks in support of the 2026 Oregon Book Awards & Fellowships. Applicants from diverse backgrounds are encouraged to apply.

PRIMARY RESPONSIBILITIES

- Process Oregon Literary Fellowship applications
- Process Oregon Book Awards entries
- Other duties as assigned.

QUALIFICATIONS

The successful candidate will have a demonstrated interest in learning more about the nonprofit arts sector, exceptional attention to detail, and some experience with data entry.

COMPENSATION

This internship includes a stipend of \$1,200, awarded at the end of the internship.

HOW TO APPLY

To apply, send a resume and cover letter telling us about yourself to Programs for Writers Coordinator Alexa Winik at alexa@literary-arts.org. No phone calls please. Applications considered on a rolling basis; position is open until filled.

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

www.literary-arts.org | 716 SE Grand Avenue | Portland, Oregon 97214 | t: 503.227.2583