



LITERARY ARTS

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Job Description Youth Programs Associate

Position Category:	Part time, seasonal (September-June)
Employee Type:	Hourly
Reports to:	Director of Youth Programs
Direct Reports:	none
Work Schedule:	20 to 25 hours per week, mostly during the school day (between 8 a.m. and 3:30 p.m.), some event-based evening work will be required with ample notice
Compensation:	\$31 per hour

Application Instructions: Please submit a resume and cover letter as a single PDF to youth@literary-arts.org by Friday, September 19, 2025 at 5 p.m.

About the Role

Literary Arts is a community-based nonprofit arts organization, located in Portland, with a 40-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; and Youth Programs, including WITS, which hires professional writers to teach semester-long creative writing workshops in Portland's public high schools. 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.

Youth Programs reach 4,000 students annually. Our program includes: Writers in the Schools (WITS), which sends professional writers into public high school classrooms for creative writing residencies; Students to the Schnitz, which provides tickets and transportation for youth to literary events; the College Essay Exchange, pairing students working on college applications with volunteer mentors; and a suite of slam poetry programming, including Verselandia, the city-wide youth poetry slam championship.

Literary Arts seeks a Youth Programs Associate with excellent organization and time-management skills, experience working with youth and/or in education, administrative experience, and a passion for literature to assist with Youth Programs. This role will be a crucial part of the Youth Programs team, largely attending to offsite events and programming needs.

This is a part-time, seasonal role that will work through the Youth Programs events season from September through the last day of school in June. This role will work largely outside the office in our partner schools, attending workshops and events. Reliable transportation is required.

Essential Duties

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- Support College Essay Exchange sessions, including materials set up, volunteer engagement, and presentation.
- Support Writers in the Schools residencies (planning meetings, observations, readings, and residency help if needed) at 2-4 assigned schools each semester.
- Support WITS general admin (contracts and scopes of work, matrices, etc.) as needed.
- Support programming at organizational and program events, including but not limited to Portland Book Festival, Portland Arts & Lectures events and author visits, Bookmark, end-of-year celebrations, and Verselandia.
- Support planning and coordination for slam poetry programming, including scheduling workshops
- Support Youth Programs blog coordination
- Photograph and record data for program events.
- General support of YP Director as needed
- Other duties as assigned

Skills and Competencies

Literary Arts acknowledges and celebrates all types of learning: academic and career and on-the-job training as well as volunteer and military service. Our 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 directly with youth, and with people from diverse racial, ethnic, and socioeconomic backgrounds is strongly recommended for this role.

Qualifications

- Experience as a teaching artist and/or as a classroom teacher is strongly preferred. This role will often work autonomously with teaching artists and classroom teachers.
- Experience working with contractors, especially in an arts capacity, is a plus.
- Knowledge of Portland-area high schools and/or arts education is a plus.
- Excellent time management and organizational abilities.
- Ability to be self-directed and prioritize program needs.
- Excellent and consistent communication skills.
- Experience working with diverse communities.
- Impeccable attention to detail.
- Fluency with Mac, Microsoft business applications, Google Suite, Survey Monkey and/or MailChimp is a plus

Job Conditions

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Benefits: Literary Arts offers a 401(k) program with employer match. You will accrue sick leave consistent with Oregon Sick Leave Law. As a registered nonprofit, the organization qualifies for public service loan forgiveness. Information on additional benefits is available upon request.

Work environment: This role will be a combination of administrative work (remote or at the Literary Arts office) and on-site work at partner schools across Portland, east Multnomah County, and Woodburn (as needed). Reliable transportation is required. The Youth Programs Associate may be asked to attend staff, team, and council meetings in person, and is welcome to work at the office any time they would like to.

Office Layout is open concept, and includes flexible spaces for meetings, events, and workshops. The office includes restrooms, a kitchen area with microwave, refrigerator, and dishes. The ground floor of the Literary Arts building is a bookstore and a café, and the secure second floor is for staff. Staff are also welcome to work anywhere in the building.

Equipment Used: Mac laptop (provided by Literary Arts), copier/printer, postage machine, and other standard office equipment. The Youth Programs Associate will need reliable transportation to complete job duties.

Physical Demands: Long periods of sitting are required at the computer or in meetings and in classrooms. Concentrated periods of computer keyboarding may be required throughout the work week. However, this position does accommodate breaks from sitting as needed. Lifting and moving of boxes is required; boxes in excess of 25 pounds should be lifted with assistance. Navigating in and around public high school buildings is required for this position.

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.

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