



LITERARY ARTS

FIND YOUR STORY HERE

Position Title: Oregon Book Awards & Fellowships Intern

Category: Internship

Reports to: Programs for Writers Associate Manager

Estimated internship duration: July 9 – September 16 (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.

Compensation: \$1,200 stipend, awarded upon successful completion of the internship.

Internship Description:

Literary Arts seeks an intern to assist with administrative tasks in support of the 2027 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.

How to Apply:

To apply, please send a resume and cover letter in one PDF to Programs for Writers Associate Manager Alexa Winik (she/her) at alexa@literary-arts.org. The deadline to apply is **Monday, June 22**.

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