

Cave Canem Foundation, Inc.

Founded in 1996 to remedy the isolation and under-representation of African American poets in the literary landscape, Cave Canem Foundation, Inc. is a home for the many voices of African American poetry and is committed to cultivating the artistic and professional growth of African American poets. A 501-c-3 non-profit literary service organization with administrative and programming headquarters in Brooklyn, NY, Cave Canem Foundation, Inc. has grown from a gathering of 26 poets to become an influential movement with a renowned faculty, high-achieving national fellowship of over 430 and a workshop community of 950. Core programs include an annual writing retreat, community-based workshops, three poetry prize competitions, readings, lectures and craft talks. www.cavecanempoets.org

Programs & Communications Fellow

This fellowship is an opportunity for an aspiring arts administrator to gain or strengthen skill sets in marketing, programming and archiving. Reporting to the Programs & Communications Coordinator, the Programs & Communications Fellow provides administrative support for key programs as well as assists with updating the organization's digital and print archives. This is a part-time, fourteen-week, 20-hour/week fellowship, September-December 2017 (with an opportunity to extend the contract). Compensation is \$16/hour. The fellowship is a non-exempt, at-will position.

Key Responsibilities

Reporting to the Programs & Communications Coordinator, the Programs & Communications Fellow provides administrative and programmatic support. The Fellow conducts research; assists with the curation and management of the flagship retreat, poetry readings, lectures, and moderated readings/conversations; collects and records outcomes for public programs, and special events; manages Poets Tour roster and events; corresponds with poets, vendors and venues; prepares contracts and invoices; assists with evaluative surveys; as well as drafts and disseminates promotional copy. The Programs & Communications Fellow manages program evaluation via SurveyMonkey and drafts reports for the organization's development team.

Qualifications

The successful candidate is passionate about Cave Canem Foundation, Inc.'s mission and programs, and is knowledgeable about poetry by contemporary African American practitioners. The Programs & Communications Fellow is detail-oriented; organized; proactive; comfortable working both independently and as a team member; and proficient in Microsoft Excel, Word and Outlook. The Fellow is a first-rate communicator with excellent interpersonal skills; is a clear, capable writer; and is experienced managing group dynamics. Open to young professionals with Bachelor's Degrees and less than three years out of college. A degree in Creative Writing, African American Studies, Literature, or American Studies, and knowledge of HTML and desktop publishing are pluses.

Apply

Email a cover letter, résumé and relevant writing sample (maximum 600 words) to info@ccpoets.org with the subject line "Programs & Communications Fellow." **Deadline to apply is August 31, 2017.** Cave Canem Foundation, Inc. is an affirmative action/equal opportunity employer and encourages persons of color to apply.