

# CAVE CANEM

Lisa Willis  
**Executive Director**

## BOARD OF DIRECTORS

Tyehimba Jess  
**President**  
Fellow 1997, 1999, 2001

Cornelius Eady  
**Vice President**  
Co-founder

Novella Ford  
**Vice President**

Hao Wang  
**Treasurer**

Allen A. Drexel, Esq.  
**Secretary**

Kelly Davis

Toi Derricotte  
**Co-founder**

Marcus Maples

Robert Polito

Lynne Thompson

## Job Posting: Communications Coordinator

Location: Currently remote, will be based in our Brooklyn, NY office in DUMBO

Status: Full-time/Salary

Wage: \$58,500 (Annual)

Reports to: Communications & Engagement Manager

Cave Canem is a nonprofit organization committed to cultivating the artistic and professional growth of Black poets. Founded by artists for artists, Cave Canem fosters community across the diaspora to enrich the field by facilitating a nurturing space to learn, experiment, create, and present. Cave Canem develops thoughtful audiences for Black voices that have worked and are working in the craft of poetry.

A 501-c-3 nonprofit literary service organization with administrative and programming headquarters in Brooklyn, New York, over the years, we have grown from a gathering of 26 to become an influential movement with a renowned faculty, a high-achieving global fellowship of 500 poets, and a workshop community of over 1,000. Core programs include community-based workshops; cross-cultural talks and readings by acclaimed poets and scholars; book prizes publishing new voices; and our flagship annual writing retreat for today's most promising poets of African descent.



**Cave Canem Foundation, Inc.**  
20 Jay Street, Suite 310-A  
Brooklyn, NY 11201-8301  
cavecanempoets.org

### Position Summary:

Cave Canem seeks a Communications Coordinator who is passionate about poetry and the literary world, and excited to support communications on behalf of the organization. The impact on the field of American arts and letters cannot be overstated: in its first quarter of a century, Cave Canem has profoundly impacted the place of the Black voice in poetry.

The Communications Coordinator is a core member of Cave Canem's Communications and Engagement Studio. The role works directly with the Communications & Engagement Manager to ensure the

effective promotion of core programs, development campaigns, organizational initiatives, and original content.

The Coordinator will use Cave Canem's brand identity and graphic system to provide graphic assistance, customer experience, copywriting, copy editing, project management, and administrative support across channels. Other duties as assigned.

### KEY RESPONSIBILITIES:

Support the execution of Cave Canem's communication strategy and editorial calendar across all platforms including social media, Mailchimp, print, website, press releases, electronic calendar postings, YouTube, media outreach, etc;

Design and edit graphic materials such as brand assets, event fliers, posters, print collateral, merchandise, social media content, website materials, etc utilizing the Adobe Creative Cloud and Figma;

Copy edit content consistent with Cave Canem's brand identity and voice, values, and The Chicago Manual of Style;

Maintain updates for Cave Canem's WordPress website so that it reflects accurate programming details and organizational information;

Champion and maintain graphic system and brand identity guidelines;

Identify and cultivate media relationships and cross-promotional opportunities;

Support the maintenance of Cave Canem's digital photo and A/V recording databases, and archives;

Coordinate data collection and generate analytics reports across social media management tools, Mailchimp, and digital platforms;

Support in-person events by documenting programs on social media, engaging with digital audiences during events, and facilitating the livestreaming of programs.

## QUALIFICATIONS:

Passion for Black poetry and working knowledge of the literary community;  
Experience with strategic communications, copywriting, copy editing, proofreading, press releases, direct email marketing, A/B testing, and social media best practices;  
Knowledge of The Chicago Manual of Style;  
Exceptional organizational skills; attention to detail, and adherence to deadlines;  
Design skills and experience with Photoshop, Illustrator, InDesign, and Figma. Knowledge of Adobe Premiere, a plus.  
Knowledge of, or a willingness to learn, about accessibility in marketing materials and design  
Strong interpersonal and communication skills, both written and verbal;  
Facility with web maintenance, including WordPress;  
Knowledge of Microsoft Office product suite, and GSuite;  
Must be present during annual retreat and available to work in person as needed;  
Bachelor's degree (in English, Communications, or a related field) a plus, but not required.

To apply, please send a cover letter highlighting relevant experience, resume, 1-2 writing samples\* and the names and contact information of two references as a single PDF document by email to: [careers@ccpoets.org](mailto:careers@ccpoets.org), subject line: "Communications Coordinator (your name)."

\*Long or short form, social media post or campaign, press release, website copy, newsletter draft, visual portfolio encouraged but not required.

Applications will be accepted until the position is filled. Ideal start date: February 2023.

Cave Canem Foundation, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Cave Canem Foundation, Inc. is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.