



Job Posting: Communications Coordinator

Location: NoHo, New York, NY

Status: Full-time, Hybrid (2 -3 days in office/week)

Salary: \$62,400 (Annual)

Reports to: Communications 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.

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 team. The role works directly with the Communications Manager to ensure the effective promotion of core programs, development campaigns, organizational initiatives, and original content.

QUALIFICATIONS:

- Interest in Black poetry and art, basic knowledge of the literary field.
- Intermediate understanding of design principles and programs, namely Adobe Photoshop and InDesign. Knowledge of setting files up for print is a major plus.
- Experience with strategic communications, copywriting, copy editing, proofreading, press releases, direct email marketing, campaign development, and social media best practices.
- Exceptional organizational skills, attention to detail, and adherence to deadlines.
- Working knowledge of task management software, particularly Asana.
- 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 desired but not required.
- Knowledge of Microsoft Office product suite, and GSuite.
- Must be present during the annual retreat in June, and available to work evening events as-needed (1-2x per month).

- Must be based in the Tri-State area, and able to travel to our office located in Brooklyn, NY 2-3x per week.
- Must be able and open to travel nationally 2-3x a year to represent the organization at public programs, conferences, etc.

KEY RESPONSIBILITIES:

- Support the Communications Manager in developing graphic materials, such as brand assets, event fliers, posters, print collateral, merchandise, social media content, and website materials using Adobe Suites.
- Aid 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.
- Ideate, develop, write, and edit content consistent with Cave Canem’s brand identity and voice for digital channels.
- Maintain updates for Cave Canem’s WordPress website so that it reflects accurate programming details and organizational information.
- Identify and cultivate media and institutional relationships for 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.
- Support bookkeeping processes for the department, including the processing of invoices and pay requests.

To apply, please send a short cover letter highlighting relevant experience, resume, 1 relevant writing sample and a graphic design portfolio* as a single PDF document by email to: careers@ccpoets.org, subject line: “Communications Coordinator (your name).” Please do not apply if you are not comfortable working 2-3 days/week in our office in Manhattan. If selected for an interview, we ask that you provide the names, contact information, and your relationship for two references.

*This can be long or short form—a social media post or campaign, press release, website copy, or newsletter draft will suffice. Visual references that show past design projects for a non-profit and/or creative organization including social media, email, or print examples are a major plus.

Applications will be accepted until the position is filled. Ideal start date: February 3-10, 2025. We will begin interviewing for the position the week of January 6-10, 2025.

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, LGBTQIA+, and candidates of color.