Job Posting: Administrative Assistant, Cave Canem Cultural Preservation Project  
Location: Remote  
Status: Independent Contractor/2-year contract (avg. hours/wk:10)  
Stipend: $10,000 Annually  
Reports to: Cultural Preservation Project Lead

Founded by Toi Derricote and Cornelius Eady in 1996 to remedy the under-representation and isolation of African American poets in the literary landscape, Cave Canem Foundation 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. Cave Canem is 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 seeks an Administrative Assistant to support our Cultural Preservation Project. The two-year Project aims to document the inaugural class of Cave Canem poets by means of the standard principles and best practices of oral history collection and preservation. The ideal candidate is someone who enjoys speaking with people; has an interest in poetry, archives, and oral history preservation; and enjoys creative problem solving and learning new skill sets. This position will work closely with the Cultural Preservation Project Lead.

QUALIFICATIONS:
- Proven experience as an administrative Assistant or relevant role
- Familiarity with current technologies e.g. desktop sharing, cloud services, Zoom
- Experience with word-processing software and spreadsheets (e.g. MS Office)
- Knowledge of online calendars and scheduling (e.g. Google Calendar, Calendly)
- Excellent phone, email and instant messaging communication skills
- Excellent time management skills
- Excellent organizational skills
- High school diploma or equivalent
KEY RESPONSIBILITIES:

- Responding to emails and phone calls
- Scheduling meetings
- Preparing documents and agendas for meetings
- Taking notes and minutes in meetings
- Prioritizing tasks and projects.
- Booking travel and accommodations
- Managing a contact list
- Preparing project spreadsheets and keeping online records
- Organizing Project calendars and itineraries
- Creating presentations, as assigned
- Addressing administrative queries and providing assistance to poets, oral historians, librarians, and project affiliates as first point of contact
- Conducting internet research, compiling, reviewing, and summarizing various types of reports, spreadsheets, and documents
- Maintaining a variety of files and records
- Finding ways to improve administrative processes

To apply, please send a cover letter highlighting relevant experience, resume and the names and contact information of two references as a single PDF document by email to: careers@ccpoets.org, subject line: “Cultural Preservation Assistant (your name).”

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