Job Posting: Poetry Coalition Fellow
Location: Currently remote, will be based in our Brooklyn, NY office in DUMBO
Status: 20 hours per week from September 15, 2020 to June 30, 2021 (ten months)
Salary Range: $18,720 plus $1,000 toward health care
Reports to: Programs and Communications Manager

Cave Canem Foundation, Inc., a founding member of the Poetry Coalition, is accepting applications for a paid Poetry Coalition Fellowship position. Cave Canem is the premier institution for supporting the many voices of Black poetry: the home of the nation’s largest collection of Black writers. Formed in 1996 as a response to the lack of support and resources for poets of African descent, Cave Canem has become the national leader within the poetry community moving toward greater racial diversity, inclusion and accessibility in the field. The organization is entering a pivotal moment in its history and future as we prepare to celebrate our 25th Anniversary. In 24 years, Cave Canem has become an influential movement with a renowned faculty, high achieving national fellowship of over 400 and a workshop community of 950 plus.

The Poetry Coalition is a national alliance of more than 25 organizations dedicated to working together to promote the value poets bring to our culture and the important contribution poetry makes in the lives of people of all ages and backgrounds. Members are nonprofit organizations whose primary mission is to promote poets and poetry, and/or multi-genre literary organizations that serve poets of specific abilities, ethnic, gender, or racial identities, backgrounds, or communities. All members present poets at live events. Each March, members present programming across the country on a theme of social importance. The Poetry Coalition is coordinated by the Academy of American Poets and we are grateful to the Andrew W. Mellon Foundation for its support of this work.

The Poetry Coalition Fellowship Program is a three-year pilot program. The goals of this are to help:

- diversify the leadership of the nonprofit literary field by encouraging more inclusion of individuals from under-represented communities;
- develop future literary leaders regardless of educational background;
- introduce the individuals who are interested to nonprofit literary arts management, fundraising, programming, and editorial work, providing experiences that will be useful as they seek jobs and inspiring them to consider working in the literary field; and
- increase the capacity of our individual organizations by having additional assistance.

Paid fellowships will not “level the playing field.” Opportunity in our country is not equally distributed across ability, class, ethnic, gender, and racial lines. And we alone cannot erase and undo the biases, barriers, discrimination, and prejudice that exist in our country. But we hope poetry organizations can be out front in building equity and inclusivity in literary arts organizations and spaces.

The Poetry Coalition Fellow will work with the Programs and Communications Manager to design a working plan inclusive of their professional objectives and the needs of the organization within the areas of programs, communications and development.
KEY RESPONSIBILITIES

- Adhering to rules and policies of Cave Canem as appropriate
- Learning about and assisting with some or all of the following:
  - General administration
  - Programming and logistics of site-specific programs events, such as poetry readings, lectures and workshops
  - Marketing and promotion, including materials development
  - Administer contracts, invoices and correspondence with faculty, guest speakers, prize-winners, vendors and others
  - Internal and external communication, including content production for the website, social media, e-blasts, newsletters, press releases and the blog, Dogbytes
  - Maintain digital photo and A-V recordings, databases and archives
  - Community outreach
  - Grant writing and/or fundraising
  - Design projects as needed
- Staying abreast of industry trends and constituency feedback
- Assisting with the Cave Canem’s Poetry Coalition joint programming in March 2021
- Attending and participating in meetings
- Attending and participating in monthly Google Hangouts with other Poetry Coalition fellows and Academy staff to foster community, professional development and create a peer learning group
- Participating in the Poetry Coalition’s fall convening and professional development trainings
- Completing evaluations at the end of the fellowship year

QUALIFICATIONS

- Passion for Black poetry and working knowledge of the literary community
- Interest in literary arts programming, administration and management
- Demonstrated experience in the areas listed above
- Excellent communication skills, both written and verbal
- Strong interpersonal skills
- Ability to prioritize, work independently and be flexible with multiple projects at one time
- Exceptional organizational skills; attention to detail and deadlines
- Mature judgment and diplomacy; respect for and understanding of confidentiality
- Availability to work weekends and evenings as needed
- Facility with web maintenance, including WordPress; Microsoft Office product suite, including PowerPoint Access, Excel, Word and GSuite; desktop publishing software; and Photoshop, a plus

Note: We welcome all applicants, including those who are enrolled in or have recently graduated from MFA programs in creative writing.

To apply, please submit a cover letter, resume, two to three references and two writing samples in two different styles (no poems, please) as a single PDF document to Programs and
Communications Manager, Malcolm Tariq (mtariq@ccpoets.org) by July 15, 2020. Please put in the email subject: POETRY COALITION FELLOW. No calls please.

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.