Job Posting: Programs Coordinator  
Location: Brooklyn, New York  
Status: Full-time, hybrid (2-3 days in office/week)  
Salary: $58,000/year  
Reports to: Readings & Special Programs Manager ➔ Director of Programs ➔ Executive Director  

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 in which to learn, experiment, create, and present. Cave Canem develops audiences for Black voices that have worked and are working in the craft of poetry. We seek a Programs Coordinator who will support the organization’s core programming and, in conjunction with the other staff, administer and deliver compelling and innovative public programming in New York City and nationally.

The Program Coordinator reports to the Readings & Programs Manager and is responsible for the administration of the organization’s artistic programs. The Program Coordinator will assist the Readings & Programs Manager with event production and manage related administrative tasks.

QUALIFICATIONS:
• 1-3 years of professional administration experience, ideally in a non-profit literary organization;  
• experience with workflow management tools such as Asana;  
• experience with systems and databases, especially their development and management;  
• effective communicator with good interpersonal skills;  
• investment in the creation of a positive work environment;  
• and a passion for literary arts, culture, and serving communities of color;  
• Bachelor’s degree preferred.

KEY RESPONSIBILITIES:
• maintaining the Cave Canem Submittable account and assisting with projects therein. This includes but is not limited to adding projects to the system; updating existing projects; assigning submissions to screeners and judges; and corresponding with applicants via the Submittable software;  
• updating both Asana and Office Management calendars with all Programs activity, including events and team members’ office hours;  
• ordering books, supplies and equipment as needed for the department;  
• processing all department expenses via Artspool, with correct coding and within a week of purchase;  
• receiving and responding to all correspondence relating to programs@ccpoets.org;  
• staying current with the literary field, specifically African American poetry and poetics;  
• creating a positive and healthy department culture;  
• and assisting the Director of Programs as and when needed with the scope of their work.
To apply, please send a cover letter highlighting relevant experience, resume, the names and contact information of two references as a single PDF document by email to: careers@ccpoets.org, subject line: “Programs Coordinator [your name].”

Applications will be accepted until the position is filled. Though we will not be able to contact all applicants, we hope to invite a first round of interviews in January 2024.

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.