



e d u c a t i o n

## **POSITION: POETRY IN AMERICA PROGRAM ASSISTANT**

Poetry in America, created and directed by Harvard professor Elisa New, is a new public television series and multi-platform digital initiative that brings poetry into classrooms and living rooms around the world.

In partnership with Harvard, Poetry in America (<http://www.poetryinamerica.org/>) offers free online courses for global learners, as well as for-credit and professional development courses for undergraduates, graduate students, and educational practitioners. The public television series *Poetry in America* (presented by WGBH Boston and distributed by American Public Television) is currently airing nationwide.

Poetry in America is a production of Verse Video Education, a not-for-profit organization that produces the highest quality educational media across disciplines.

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The **Poetry in America Program Assistant position** is a one-year full-time role with possibility for renewal. The primary responsibilities of the Program Assistant are to work closely with the program leaders (Director, Assistant Director, Manager of Online Education) in the planning and execution of the many parts of the larger Poetry in America initiative, including production of the Poetry in America public television series and development and implementation of Poetry in America educational initiatives. The Poetry in America Program Assistant will assist with administrative duties, coordinate production and post-production logistics, and create and disseminate social media campaigns.

### **QUALIFICATIONS**

- Bachelor's degree or the equivalent in education and experience
- Major in English, history, or a related field desired
- Interest in poetry, K-12 education, and/or new media desired
- Excellent administrative skills and organizational abilities required (basic knowledge of accounting/bookkeeping a plus)
- Advanced knowledge of web and social media platforms including Twitter, Facebook, Instagram, MailChimp, Hootsuite, WordPress, Google Suite
- Outstanding interpersonal and both verbal and written communication skills
- Ability to effectively collaborate with colleagues in a fast-paced and deadline-driven work environment
- Good attitude, flexibility, and sense of humor required
- Ability to take instruction and work independently and as a member of a team

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#### **WORKING CONDITIONS**

- General open office environment
- Position involves sitting, although frequent movement is necessary. Computer usage is also necessary.

#### **TO APPLY**

Interested candidates should apply electronically by sending a letter of interest and a resume to [info@poetryinamerica.org](mailto:info@poetryinamerica.org) with the subject line “Program Assistant Application.” A review of applications will begin immediately and will continue until the position is filled.

Poetry in America does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.