



**POETRY COALITION  
PILOT FELLOWSHIP PROGRAM  
ELIGIBILITY CRITERIA FOR FELLOWS**

YouthSpeaks, a founding member of the Poetry Coalition, is accepting applications for a paid Poetry Coalition Fellowship position. This position is 20 hours per week from September 5, 2022 to June 30, 2023. The stipend is \$18,720 plus \$1,000 toward health care.

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 disabled poets and poets of specific racial, ethnic, or gender 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.



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2022-2023 POETRY COALITION FELLOW  
POSITION DESCRIPTION**

**HOST ORGANIZATION MISSION:** Through the intersection of arts education and youth development practices, civic engagement strategies, and high-quality artistic presentation, Youth Speaks creates safe spaces that challenge young people to find, develop, and publicly present, and apply their voices as creators of societal change.

**ABOUT YOUTH SPEAKS:** For 25 years, Youth Speaks has been at the forefront of defining what it means to empower the voices of young people through storytelling, narrative, culture, and grassroots power. A multi-faceted, BIPOC-led organization, we believe in the power, insight, creativity, and passion of young people to positively change the world. Founded in 1996 in San Francisco, Youth Speaks also offers a comprehensive slate of pioneering arts education experiences to thousands of teens per year in the San Francisco Bay Area, with national programs that have served over 250,000 writers, poets, and visionary youth activists.

**POSITION OVERVIEW:** Youth Speaks seeks a Fellow to help us lift our work a little higher and contribute to Youth Speaks' organizational impact in the lives of young people, educators, and the arts and culture leaders in the Bay Area, and across the country. Fellow responsibilities include:

**FELLOW RESPONSIBILITIES:**

- Committing to 20 hours per week for the entire ten-month fellowship
- Adhering to rules and policies of Youth Speaks as appropriate
- Assisting Youth Speaks' Executive Team, specifically Executive Director:
  - Research: Narrative & Cultural Strategy
  - Assist Executive Director, Advancement Director and Program Director on the identification of research, organizations, and national projects advancing narrative and cultural strategy
  - Inform Youth Speaks' understanding of the narrative and cultural ecosystem in the US - including players, individuals, networks and institutions working across fields of strategic communications, pop culture, media and entertainment, arts and culture, and narrative change (strong understanding of Race Forward, Working Narratives, Race Class Narrative and projects like Story at Scale is a plus)
  - Assistant to the Executive Director Office
  - Manage a high volume of calendar activity, require interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings



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- Communicate and handle incoming and outgoing electronic communications on behalf of the Executive Director and Deputy Director
- Research, prioritize and follow up on tasks and concerns addressed to the Executive Director
- Provide a bridge for smooth communication between Executive Director's office and internal departments; demonstrating leadership to maintain credibility, trust, support with senior management team
- Assisting with the host organization's Poetry Coalition joint programming in March
- Attending and participating in all-staff meetings
- Attending and participating in monthly Zooms with other Poetry Coalition fellows and Academy staff to foster community, professional development, and create a peer learning group to learn about the following:
  - Community outreach
  - Marketing and promotion, including materials development
  - Grant writing and/or fundraising
  - Content production for websites or social media
  - Programming and curating live events, such as poetry readings and workshops
  - General administration
- Participating in the Poetry Coalition's fall convening and professional development trainings
- Completing evaluations at the end of the fellowship year

**FELLOW QUALIFICATIONS:**

- Passion for poetry and familiarity with and/or knowledge of contemporary poets
- Commit to compassionate self-reflection, redressing power imbalances, and developing and maintaining mutually respectful dynamic partnerships;
- Experience working across diverse communities with empathy and tact, to communicate across all constituencies, including to students, staff, donors, the Brave New Voices network, and the broader community.
- Interest in literary arts programming, administration, and management
- Demonstrated experience in the areas listed above

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, and 2-3 references to [employment@youthspeaks.org](mailto:employment@youthspeaks.org) by Sunday July 3rd, 2022. No calls please.



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**EEO/AA STATEMENT:** Youth Speaks is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. Youth Speaks will consider qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco's Fair Chance Ordinance.

Due to the anticipated volume of applications only candidates for interviews will be contacted, we appreciate your understanding of the resource constraints during Covid-19, working remotely, and caregiving obligations amongst others.