About the Word: Grounded in poetry, rap, and song, The Word is a radically inclusive literary arts movement for New Haven’s young people. The Word partners experienced teaching poets, award-winning spoken word artists, and emcees with creative students and teachers across the city to equip youth to become stronger poets and culture creators. Middle school and high school students have used The Word to shift culture in New Haven by creating earth-shaking original work and electrifying their communities in Citywide Youth Poetry Jams, WordFest, Lit Cyphers, and intimate writing workshops in schools and public places across the city. In its ninth year, The Word celebrates youth voice and power - centering BIPOC and queer youth - by supporting young poets stepping into teaching artist and leadership roles. To learn more, please visit thewordpoetry.org

Position Overview: Instrumental in making sure The Word delivers on its mission and runs smoothly, the Management Intern assists the Managing Director in managing day-to-day operations. This part-time, paid position will be challenging but worthwhile for someone looking to shape a mission-driven organization and impact the lives of young people. This administrative role demands flexibility, focus, and creativity. $20/hr ~4 hrs/wk.

Experience, Skills and Qualities

- Enthusiasm for The Word’s literary and social justice mission
- College junior or above in business program, or equivalent hands-on experience in administration
- Excellent technological and communication skills (including a track record of fostering clear and effective internal communication)
- Demonstrated management skills (e.g time management, establishing priorities, meeting deadlines)
- Passion and ability to nurture young people into teaching artist and leadership roles within the organization, and for centering BIPOC and queer youth voices in programming decisions
- BIPOC candidates and candidates from New Haven especially encouraged to apply

Responsibilities

- Planning, documentation, logistics of programs and events
- Execution of programs and events
- Fundraising lead generation
• Assists Managing Director in
  o Curating artists and content for all programming
  o Developing the budget, including The Word staff pay rates, fees for services, and codes and systems to track expenditures
  o Working with the Arts Council to maintain a balanced budget, updating income and expenses each month in shared spreadsheet
• Meeting with Leadership Team every other week to generate tasks and report on progress

Please email resume and letter of interest (including experience/skills relevant to this role; why The Word and why now; where this role fits in your ideal career journey) to thewordpoetry@gmail.com.

We will be in contact with you with next steps within a week of submission. Please complete this form and we will be in contact with you with next steps within a week of submission.