



TORCH

Torch Literary Arts

Fall 2024 Administrative Fellowship

Program Description

The Torch Literary Arts Administrative Fellow will learn key aspects of working in the nonprofit arts sector. They will work with the executive director, team members, stakeholders, and the larger community to support Torch's mission to amplify Black women writers.

Focus areas for the Administrative Fellowship included:

- **Programs:** Support the planning and execution of Torch's virtual and in-person programming. Learn how a program season is created and what is required to deliver impactful literary events.
- **Communications:** Learn how communications and outreach are planned and managed for effective information sharing and community engagement.
- **Creative Content:** Work creatively with team members to develop dynamic content for Torch's website and social media.
- **Leadership & Development:** Learn nonprofit leadership and development structures and how the board of directors, partners, and community stakeholders work together to advance our mission and guide the organization's growth.
- **Assessment:** Create and analyze impact surveys and generate reports for leadership.

Time & Compensation

- The fellowship will run from September 24 to December 6, 2024.
- The average time commitment for the fellowship is 10 hours per week.
- Some evenings and weekends are required.
- Fellows are paid \$20 per hour.
- **Fellows must live in Central Texas and be able to attend in-person meetings and events.**

Qualifications:

You must be a college student and/or an emerging nonprofit professional to apply. Preferred candidates should demonstrate an investment in our values and mission statement, as well as an interest in literature, arts and culture, and/or nonprofit management through previous internship roles, projects, or experience.

How to Apply:

Send an email with an attached **cover letter** and **resume** to ajohnston@torchliteraryarts.org

Email Subject Line: "Fall 2024 Torch Administrative Fellow"

Deadline to Apply: September 13, 2024

Torch Literary Arts is an equal opportunity employer. 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.

Torch Literary Arts is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.

Torch Literary Arts is a 501(c)3 nonprofit established to publish and promote creative writing by Black women. We publish contemporary writing by experienced and emerging writers alike. TORCH has featured work by Toi Derricotte, Tayari Jones, Sharon Bridgforth, Crystal Wilkinson, Patricia Smith, Natasha Trethewey, Elizabeth Alexander, and others. Programs include the Wildfire Reading Series, writing workshops, panels, retreats, and special events.

Learn more about Torch Literary Arts at TorchLiteraryArts.org