

Torch Literary Arts



Job Posting: Creative Content Associate

Status: 10 hours per week (additional hours as needed)

Salary: \$25 per hour

Reports to: Executive Director

Location: Must live in Central Texas, in-person and remote work required

Torch Literary Arts is a 501(c)3 nonprofit organization established to publish and promote creative writing by Black women. We publish contemporary writing by emerging and experienced 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, retreats, panels, and special events.

Torch Literary Arts seeks a Creative Content Associate passionate about amplifying Black women writers. The Creative Content Associate creates original content for print and digital media, maintains scheduled posts across Torch Literary Arts' social media, and tracks engagement with analytic reports to achieve organizational outreach and impact goals.

KEY RESPONSIBILITIES

Creative Content Creation, Implementation, and Reporting

- Create dynamic graphics and videos for Torch's website, YouTube channel, and social media.
- Schedule and maintain social media posts.
- Monitor direct messages on Torch's social media accounts.
- Submit engagement and analytic reports for all online traffic.
- Set goals and action plans to increase followers and engagement online.
- Stay abreast of creative marketing and social media trends.

REQUIRED QUALIFICATIONS

- High School Diploma or GED required.
- A minimum of two years experience in graphic design, content management, or related field.
- Working knowledge of African American literature and the arts community.
- Excellent communication skills, both written and verbal.
- Strong interpersonal skills.
- Ability to prioritize, work independently, be flexible, and handle multiple projects.
- Exceptional organizational skills; attention to detail and deadlines.
- Availability to work evenings and weekends as needed.
- Experience with Microsoft Office product suite and G Suite; Canva; Photoshop; A/V equipment and editing software, WIX web hosting, and social media platforms including Instagram, Twitter, Facebook, LinkedIn, TikTok, and management programs like Notion.

PREFERRED

- Bachelor's degree or equivalent experience.

TO APPLY

Send a **cover letter**, **resume**, and **work sample** to:

Amanda Johnston

Executive Director

Email subject line “Creative Content Associate”

Email to: ajohnston@torchliteraryarts.org

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.