

How We Hire

Thank you for your interest in working with Write Around Portland!

We have a small staff, and typically we don't have many openings that become available with our organization. However, when we do hire for positions, we put a lot of thought, time and energy into evaluating and selecting the right candidate.

What to Expect in our Hiring Process

When we hire, we look for applicants who share our passion, enthusiasm and commitment to respect, writing and community, and who reflect the full range of our community's diversity. If you go through all of the steps in our hiring process, it may consist of:

- submitting an application (e.g. cover letter, resume, references)
- written exercises
- a phone call and/or an interview with our Executive Director
- a group interview and conversation with all staff

We recognize this requires an investment of your time, and we really appreciate it. We hope this process will give you more insight into our organization, as well as help you evaluate us. We want to get to know you and for you to get to know us, so we can all make the best decision.

It's also important to know that our hiring process is competitive. When we have an opening, we receive many applications and since we cannot hire everyone, we may ultimately turn away some really stellar applicants. This isn't to discourage you from applying but to emphasize that if we don't end up working together, it's likely because we had a competitive candidate pool.

Our Commitment to Equity

Write Around Portland is committed to understanding and changing historical legacies of inequity and patterns of oppression, especially as applied to communities of color. We recognize that working towards equity requires active investments in changing structures and practices to be more culturally responsive. We are committed to advancing racial equity as a foundational element of all aspects of our work, which we believe will also inform our work addressing other inequities in our organization and our community. Read our [Racial Equity Assessment Report](#) and our [Racial Equity Plan](#) here.

Write Around Portland Diversity Statement

Diversity is a fundamental part of Write Around Portland's value system and is essential to our ability to develop and deliver programming that is consistent with and supports our mission to change lives through the power of writing.

We believe that diversity is a strength that makes our workshops, anthologies and readings rich and reflective of our greater community.

We are intentional in our recruitment, support and inclusion of diverse people throughout our organization, including our board members, staff, volunteers, workshop participants and agency partners.

We value diversity in all its forms and work to create meaningful and respectful connections among people of different socioeconomic levels, races, ages, ethnicities, nationalities, genders, sexual orientations, health statuses, physical and mental abilities, education levels, religions and backgrounds.

We continually work to cultivate an environment and organizational culture in which all who are involved in our organization feel respected, included and valued. Our commitment to inclusiveness will be evident in our organizational policies and procedures, as part of our strategic plan, within our organizational goals and throughout our programs.

An equal opportunity employer, Write Around Portland values a community in which everyone can experience respect, writing, and community. We strive to cultivate equity throughout our organization and value a diverse workforce. Write Around Portland prohibits discrimination on the basis of race, creed, sex, gender, religion, marital status, color, national origin, disability, sexual orientation, gender identity, or any other status protected by applicable federal, state, or local nondiscrimination laws.