

# RAWI+ Mizna 6<sup>th</sup> NATIONAL lit GATHERING

## CALL FOR PROJECT COORDINATOR

The Arab American literary organizations **RAWI** and **Mizna** are looking for a motivated, energetic Project Coordinator for their sixth national conference at the Loft Literary Center (June 16–19) in Minneapolis, MN. Duties will begin on April 4 2016 and end June 30 2016, with about 8hrs/wk in-office anticipated for April and May and increasing through June till the conference, where the full weekend is needed.

Duties will include:

- Pre-conference planning
- Marketing, event coordination
- Coordinating conference social media for RAWI and Mizna
- Working with presenters to determine their conference needs
- Planning, launching, and overseeing an Indiegogo campaign
- Soliciting ads for the program and more local sponsors
- being the point person during the conference, overseeing all aspects including on-site registration; book fair room; and logistics of presentations
- Overseeing the post-conference survey and distribution
- Varied post-conference wrap-up and other conference-related responsibilities
- Other duties as they arise

St. Paul-based Mizna staff and conference volunteers will also be working on these same tasks. This is a unique opportunity to work with two national literary arts organizations and with nationally and internationally recognized Arab American and allied poets, novelists, artists, filmmakers, and scholars. The coordinator will also have opportunities to attend some conference panels if tasks permit, as well as all special events and parties. We are seeking a collaborative yet independent and efficient person to join us in making this a well-organized and celebratory event!

Compensation: \$1,500

Location: Twin Cities, MN

Reports to: Mizna staff in the Twin Cities and RAWI Director long-distance

To apply or ask questions contact Moheb Soliman at [moheb@mizna.org](mailto:moheb@mizna.org). **Be in touch ASAP if you're interested! We hope to fill the position by early March.**

**More information on the conference and organizations at [www.rawiconference.wordpress.com](http://www.rawiconference.wordpress.com) and [www.mizna.org](http://www.mizna.org)**