POSITION DESCRIPTION

POSITION TITLE: Member Publications Specialist (Non-Exempt)

DEPARTMENT: Communications

REPORTS TO: Manager, Member Publications

POSITION SUMMARY:
Serve as assistant editor of Professional Safety, the association’s monthly journal, contributor to Society Update e-newsletter, and copy editor of the ASSE Weekly member e-mail. Write and edit content, and design page layouts as assigned for Professional Safety. Write, edit and post content as assigned for ASSE’s website, Society Update e-newsletter and other ASSE communications channels.

POSITION RESPONSIBILITIES:

• Write, edit and proofread content for the organization as assigned, including news items, articles, blog articles, case studies, interviews and other content as needed for a variety of platforms and channels, including ASSE’s journal, blog and website. This requires ability to consistently apply the organization’s style, tone, voice and identity guidelines. In addition, it requires highly developed attention to detail and ability to meet publishing deadlines.

• Distill various types of information from other sources, including press releases (internal and external), white papers, research articles, and staff- and member-written articles, for publication in ASSE’s member publications.

• Design page layouts and other communications materials, and perform basic image editing using standard creative software (e.g., Adobe Creative Suite).

• Collaborate with communications staff to identify content trends and content sources, and to help execute effective content planning.

• Participate on cross-functional project teams as needed to develop content related to the organization’s strategic priorities.

• Apply effective organizational and time management skills to ensure that multiple demands and deadlines are met.

POSITION REQUIREMENTS:

• Bachelor’s degree
• 2-3 years’ related experience.
• Experience editing academic, science, applied science or technology subject matters.
• Association experience desired.
• Understanding of print publication processes preferred.
• Ability to read, analyze and summarize general business periodicals, professional journals, technical procedures or governmental regulations.
• Ability to write reports, business correspondence and procedure manuals.
• Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public.
• Strong knowledge of InDesign, Photoshop, Illustrator and Adobe Acrobat, Microsoft Word, Outlook and Excel.
• Hands-on experience with a content management system (e.g., WordPress) highly desirable.
• Excellent writing and editing skills.
• Solid design and page layout skills.
• Ability to handle multiple projects and meet deadlines.
• Ability to work M-F during normal business hours.

Candidates who wish to apply for this position can forward their resume plus writing samples to hr@asse.org.

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