JOB DESCRIPTION

TITLE:  
Associate Editor

CLASSIFICATION:  
G4

FLSA DESIGNATION:  
Exempt

REPORTS TO:  
Managing Editor

GROUP:  
Communications

DUTIES:
The associate editor ensures that electronic and print copy meets the grammar, style and quality standards of editorial policies. This editor is part of the Communications Department editing services team that oversees editing and posting of content for the Web site and other electronic and printed materials, including The Council of State Governments’ flagship monthly publication, Capitol Ideas. The Communications department is involved in many creative projects including books, issue briefs and brochures. A background in writing and editing and experience in journalism is expected; basic knowledge of HTML is preferred. Experience with videography and video editing is a plus.

Web responsibilities
• Edit content of CSG Web sites through the site’s content management system.
• Work with staff and Web developers in continuing to improve the development, content and evolution of CSG Web sites.
• Edit several online newsletters.

Magazine
• Work with Communications department Editing and Creative services teams to develop the concept and content for issues of Capitol Ideas.
• Work with senior and managing editors and Creative Services team to edit articles.

Editing Services
• Help in the development and editing of other communications pieces, including conference collateral, marketing items and program brochures.
• Other editing and writing duties as assigned.

EDUCATION:  Bachelor’s degree in English or journalism with at least one year of writing and editing experience

EXPERIENCE:  At least two years of media experience. Excellent writing and editing skills. Some photography helpful. Superior verbal, communications and organizational skills.

SALARY:  $32,134---$46,595, commensurate with experience

DEADLINE AND SUBMITTAL REQUIREMENTS:
Please submit a cover letter, resume, and references to https://secured.csg.org/csg/jobs. All applications must be received by Tuesday, October 12, 2010.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

9/29/2010