

Center for Civic Education Job Description

Job Title: Editorial Assistant

Prepared by: Director of Publishing and Digital Content

Department: Editorial

FSLA Status: Non-exempt

Reports to: Director of Publishing and Digital Content

Date: March 14, 2017

The Center for Civic Education seeks an editorial assistant to provide extensive editorial and administrative support to the director of publishing and digital content. The Center (www.civiced.org) is a nonprofit, nonpartisan educational organization dedicated to fostering the development of informed, responsible participation in civic life by citizens committed to values and principles fundamental to constitutional democracy.

Basic Function

The editorial assistant will provide administrative support for the production of the Center's textbooks, ebooks, podcasts, videos, and websites. This will include copyediting, proofreading, basic typesetting and design for textbooks and marketing materials, image research, project management, and other duties as assigned.

This position requires full-time employment at the Center's main office in Calabasas, California. Occasional weekend and evening work and travel may be required.

Responsibilities

Work with the director of publishing and digital content to carry out the following responsibilities:

1. Prepare manuscripts for production
2. Perform copyediting and proofreading
3. Create and update documents in InDesign
4. Conduct image research
5. Write copy for website and marketing materials
6. Prepare images for publication
7. Post to social media
8. Perform administrative and support tasks as required
9. Travel to program events. Travel may take up to 10% of the position's time.
10. Maintain a positive attitude as a member of a team of diligent professionals trying to achieve the goals of the Center
11. Adhere to all policies and procedures of the Center
12. Perform other duties as assigned

Education

Degree: A bachelor's degree from an accredited institution in a related field of study, such as English, writing, journalism, media studies, publishing, design, or education, is required.

Skills

- Detail oriented with strong editorial, verbal, organizational, and time management skills
- Excellent grammar, punctuation, and writing skills a must
- Basic design skills strongly preferred
- Ability to create compelling graphics and images for social media and website
- Ability to master procedures quickly, set priorities, and work independently
- Ability to meet deadlines and to multi-task
- Ability to work in a fast-paced environment under deadline pressure
- Must be able to collaborate with a multi-disciplinary team consisting of authors, editors, designers, programmers, project managers, video editors, program managers, and others
- Ability to manage multiple projects simultaneously
- Ease with social media
- Experience with content management systems, such as Joomla and WordPress, a plus
- Knowledge of Photoshop, Illustrator, and InDesign a plus
- Knowledge of Word and Excel
- Photo research experience a plus; familiarity with Creative Commons licensing a plus

Salary

\$2,730.00 to \$2,881.67 per month, commensurate with education and experience. A semi-monthly pay period.

To apply, please email a cover letter and résumé to Mark Gage, Director of Publishing and Digital Content, at humanresources@civiced.org.

The Center is an equal opportunity employer.