

JOB DESCRIPTION

JOB TITLE: Editorial Assistant

JOB SUMMARY

TASK DESCRIPTION:

Work with the other editors of Member Publications department, performing proofreading, light copy editing, and administrative coordination tasks. Participate as member of Communications team, participating on staff creative team and performing other duties as assigned.

Primary Responsibilities:

- Proofreading scientific/technical and non-technical materials as assigned.

 - Check galleys against edited copy.

 - Check spelling, grammar, punctuation, style, etc.

Copy Editing

 - Edit according to association approved guidelines.

 - Check projects for unity, consistency.

Administration

 - Handle correspondence related to the Journal and newsletter

Secondary Responsibilities:

- Participate on staff creative team.

- Function as one of editorial style managers in the division.

- Perform other appropriate duties as assigned.

EDUCATION/KNOWLEDGE

BA in English, Journalism or appropriate field, if preferred.

3 to 6 months experience.