CURRENT JOBS IN WRITING, EDITING & COMMUNICATIONS
The National Employment Bulletin for the Communication Professions
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East/Northeast

ASSESSMENT EDITORIAL ASSISTANT, American Institutes for Research, Washington, DC. Work w/ other editors, operations/production staff, internal clients to proof, perform quality-control checks, on educational testing materials, adhere strictly to various style manuals incl Chicago, AP, APA. Req BA/BS Eng/journalism/rel, min 1-2 yrs proofing or quality-control exp in professional environment, excel command of Eng language, strong listening, writing, oral communication skills, strong customer service focus, know Word, pref PowerPoint, Excel skills. Job ID: 8417. https://jobs-airdc.icims.com/jobs/8417/assessment-editorial-assistant/job


PROOFREADER, BLR, Old Saybrook, CT. Proof all print, electronic products according to set schedules, standards, use standard proofing notations for proofing documents in print, use, maintain proofing log to track status of all products, identify, present to manager any process improvements, work w/ editors or outside authors to clarify unclear content, assist proofreading freelancers. Req BA/BS, strong computer, orgz skills, know MS Office, Word, Excel, excel grammar, pref Eng/literature major. http://www.indeed.com/cmp/BLR/jobs/Proofreader-c9780e3452b989


CRM & SOCIAL MEDIA SPECIALIST, Sony Music Entertainment, New York, NY. Develop, plan execute CRM, social media campaigns, designed to drive customer activation/reactivation, drive loyalty, driving community, testing/optimization, audience selection, own, maintain editorial calendar for social media platforms, design, develop, deploy pilot programs. Req BA/BS, 2 yrs mkgt exp strong knowledge of html/CSS, exp in email creative development incl copy, design testing, excel communication, critical thinking, creative skills. Job ID: 2015-4693. https://jobs-sonymusic.icims.com/jobs/4693/crm-%26-social-media-specialist/job

ADMINISTRATIVE ASSISTANT, MARKETING, Sony Music Entertainment, New York, NY. Provide admin support to mkgt dept, ensure efficient day-to-day operation of team, build, maintain relationships w/ artists, mgmt, creative depts, execs, other intl territories w/in company, schedule meetings, arrange travel, order, maintain music product, office supplies, tickets for dept, update weekly status reports, sales info on behalf of assigned artists, create print, TV, radio, online outdoor advertising, album pkg, use PRS system to process dept invoices. Req BA/BS, 1 yr admin exp, strong computer, multitasking, communication, interpersonal, time mgmt skills. Job ID: 2015-4657. https://jobs-sonymusic.icims.com/jobs/4657/administrative-assistant%2c-marketing/job

SOCIAL PR INTERN, Bluefly, New York, NY. Develop content for social media channels, report on key success metrics, monitor landscape, present competitive insights, new ideas, assist w/ PR initiatives. Req student majoring in mkgt/PR/rel or grad looking to gain an educational exp, know major, emerging, obscure social media platforms, strong communication, analytical skills, passion for fashion, pop culture, strong desire to learn. http://www.bluefly.com/custom/custom.jsp?promoid=m480139

CONTENT MANAGEMENT ASSOCIATE, Bluefly, New York, NY. Manage daily site updates on website, work w/ multiple depts., build, quality check site content, promotional discounts, product assortments, set daily site product sort, special merchandising sorts, update customer service pages w/ policy or legal changes. Req BA/BS, 1-2 yrs exp working in e-commerce website mgmt, know web technologies, excel communication, problem-solving skills, know html, CSS, pref know ATG commerce. http://www.bluefly.com/custom/custom.jsp?promoid=m480139

EDITOR, MiLB.COM, MiLB.com, New York, NY, PT, up to 32 hours/week. Resp for being final read on stories for official website, produce content, occasionally write stories, headlines, other copy for site, social media, edit news stories, prospect-rel features, blog posts, write headlines, blurbs, copy for social media. Req BA/BS, 2 yrs journalism exp, excel writing, copy editing skills, know/understand baseball, AP style, Photoshop, basic html, exp w/ content mgmt, systems, web publishing. https://mlb.theresumator.com/app/apply/p5KDRM/Editor-Milbcom.html
RESEARCH ASSISTANT, ETS Research & Development, Princeton, NJ. Coordinate discrete phases of research projects, recruit, contact, select potential research sites, subjects, schedule services w/ other depts., vendors, staff, assist in arranging meetings w/ clients, committees, consultants, assist in developing, refining research instruments, conduct literature searches, prepare reference lists w/ brief summaries of articles, conduct searches of current educational practices, prepare initial drafts of study results. Req BA/BS education/psychology/rel, 6-months research-rel exp, know intro research methodology, statistics sufficient to analyze, interpret research study results, exp in using scholarly search engines, conducting literature searches, writing research summaries or results.

REPORTER/PHOTOGRAPHER, WPTZ/WNNE-Television, Plattsburgh, NY. Enterprise, write, shoot, edit, deliver news to all platforms, cover stories, shoot/edit own video deliver to newsroom via FTP or microwave. Req BA/BS broadcast journalism/communications, 1 yr professional news reporter exp, understanding of news production techniques, ability to develop engaging presentation, strong writing, communication skills, driver’s license, ability to lift/carry 50 lbs. Job ID: 671. https://www.journalismjobs.com/job-listings/1620915

EDITOR/WRITER, Brainstorm Creative Services, Cabin John, MD. Remote or on-site position. Assist w/ duties rel to monthly newsletter, end-of-contract report. Req 3 yrs professional exp w/ emphasis on editing, pref exp w/ Federal Plain Language Policy Guidelines, exp working on editorial products. $35-$40/hour.
http://chk.the.taleos.net/chk/ats/careers/requisition.jsp?org=BRAINSTORM&css=1&rid=1100

PRODUCTION COPY EDITOR, Simon & Schuster, New York, NY. Manage print, digital titles incl mass markets, e-book originals thru production process from manuscript thru bound book or e-book release, work w/ production, manage editorial, design, digital to ensure titles are produced accurately, on schedule, hire freelancers, copy edit, proof cover copy, ancillary material for each title, code, deflag manuscripts, prepare for design, typesetting. Req exp, MAC, copyediting, coding skills, know Chicago style.

PUBLICATIONS ASSOCIATE, Playscripts, Inc., New York, NY. Copy edit, format plays, musicals to prepare for print publication, convert new titles, back catalog to ebook formats, write copy for play synopses, update, manage all info, photos for individual titles, author profiles on website, coordinate w/ authors, agents regarding all publication materials, register all titles w/ US Copyright Office, coordinate publications schedule, identify mktg opps. Req excel writing, communication, orgz, computer, multitasking skills, pref theater &/or publishing exp, know InDesign, Photoshop, ability to read music.
http://playbill.com/jobs/job_detail/350196

EDITORIAL ASSISTANT, Johns Hopkins University Press, Baltimore, MD. Support acquisitions editors to enable them to review, develop, procure suitable book-length manuscripts, analyze editorial, copyright, typographical complexities in book manuscripts, prepare manuscripts for copyediting, communication by letter, phone, email w/ authors, readers, agents, foreign publishers, agencies, monitor status of manuscripts-in-process, readers’ reports, contracts, reprint permissions perform production-cost calculations, other financial calculations, analyze illustrated materials using Photoshop. Req HS grad, 2 yrs office exp, pref BA/BS.
Req #66734, https://hr.jhu.edu/jhujobs/job_view.cfm?view_req_id=66734&view=sch

GRANT WRITER, FOUNDATION RELATIONS, Planned Parenthood, New York, NY. Develop, write, submit grant proposals, reports for individual donors, family foundations, use database to track upcoming deadlines in collaboration w/ members of principal, major gifts team, monitor upcoming deadlines, draft compelling, donor-centric narrative, financial materials, assist w/ editing proposals, reports drafted by team members. Req excel writing, communication skills, strong attention to detail, 2 yrs exp in development or communications writing for nonprofit/advocacy orgz. Job ID: SB20150106-47803.

STUDENT SUPPORT COORDINATOR, Baltimore Urban Debate League, Baltimore, MD. PT. Engage w/ students to provide college access support, publish monthly newsletter w/ college tips, opps, arrange college visits as part of all travel tournaments, lead SAT prep course, collect, track attendance logs, enter data, analyze data for trends, recommend program changes based on trends in data, update website, social media, communicate w/ families about events, programs, addl opps. Req BA/BS, project mgmt, people, computer skills, know MS office, InDesign.

EDUCATIONAL WRITER, Comcourse, Washington, DC. Write about diverse range of topics incl cybersecurity leadership, biz mgmt, create scripted lectured, PowerPoint presentations, quizzes, assignments, coordinate w/ subject matter experts, edit their content, maintain existing courses, work w/ subject matter experts’ feedback to make corrections, improvements to courses. Req 3 yrs writing exp, passion for writing, strong orgz, orgz, communication skills, aptitude for learning new topics, flexibility. $70K+year.
http://www.indeed.com/cmp/Comcourse/jobs/Educational-Writer-bd58fdaa3d1e574b

PUBLIC AFFAIRS MANAGER, Planned Parenthood, Smithtown, NY. Mobilize people, communities to support full access to reproductive health care services, sexual health info, identify key constituencies, develop carryout mobilizing strategies, plan, manage long-term advocacy initiatives, projects aimed at key constituencies, plan, supervise online supporter engagement activities incl social media, online advocacy, email campaigns. Req BA/BS, 3 yrs exp in community organizing, political campaigns, coalition building, legislative process, excel communication, technology skills.

MARKETING MANAGER, COMMUNITY MEDIA, BRIC, New York, NY. Implement strategic mktg plan to build awareness of orgz’s community media initiatives, increase, sustain enrollment in media education course offerings, expand broadcast, digital viewership of video assets, oversee online mktg, integrate social media strategies into TV programming in order to facilitate viewer engagement. Req BA/BS communications/rel, 3 yrs exp in mktg at media orgz, exp managing content for digital platforms incl websites, blogs, social media, exp w/ MS Office, Photoshop, video editing software, pref know InDesign, Illustrator. No phone calls.
http://bricartsmedia.org/about/jobs-and-internships#marketing-manager

DIGITAL ADVOCACY, FUNDRAISING AND MARKETING WRITER, Natural Resources Defense Council, New York, NY. Write, edit email action alerts, fundraising appeals, writing, editing advocacy petition, donation webform copy, support website copy, write, edit min 1 multi-topic email newsletter/month, keep up w/ industry best practices for digital mktg writing, develop wide-ranging knowledge of programs initiatives. Req 2 yrs professional exp writing email, online mktg copy, know email, web copy writing best practices, ability to produce copy that is clear, compelling, motivating, concern for natural world, belief in power of grassroots action to make different, commitment to using large membership, online citizen network to help protect environment. No phone calls, emails, drop-ins.
Tracking Code #84-427.
MARKETING ASSISTANT, SOCIAL MEDIA. Oxford University Press, New York, NY. Create, edit social media content, update blog, Facebook, Twitter, Google Plus, Tumblr, create content calendars, planning materials, report on social media results, provide mktg tracking, research by collecting, analyzing, summarizing social media data, trends, manage, track invoices, expenses, manage, assist on special projects. Req BA/BS, communication, problem-solving, orgz, analytical, communication skills, proficiency in social media, MS Office, pref exp in editing, copy editing, know html, WordPress. Req #15-0152. https://reww2.ulti.pro/osx/1001/JobBoard/JobDetails.aspx?__ID=ABIA2574E534D76C

ENERGY COMMUNICATIONS INTERN. Natural Resources Defense Council, New York, NY. PT, 15-20 hours/week. Assist w/ Twitter outreach, help to update &/or generate new material for new energy efficiency website, help to generate fact sheets, news releases, strnts, assist w/ drafting, editing blogs for program staff. Req enrollment in college, interest in communications, advocacy, environmental issues, know ways to employ video, photos, graphics to amplify message, ability to write quickly, familiarity w/ social media. Tracking Code #481-427. https://nrdc-openhire.silkroad.com/epostings/index.cfm?transaction=app.jobinfo&jobid=481

DIGITAL MARKETING ASSOCIATE. LaPlaca Cohen, New York, NY. Lead ongoing paid search campaigns, track performance, optimize to client’s KPIs, manage 3rd party tags, tracking pixels, prepare data/analytical “scorecards”/presentations for clients on regular basis that track effects of online efforts on KPIs, provide strategic recommendations on how to optimize mkts, media initiatives, lead online research initiatives, maintain, track client media budgets. Req BA/BS, 3 yrs FT digital media mkgt exp, exc research, communications, problem-solving, presentation, writing skills, passion for cultural, creative world, know Excel, PowerPoint, Keynote, expertise in SEO, SEM, social media mkgt, analytics, pref media planning exp. http://www.laplacacohen.com/contact/

COMMUNICATIONS INTERN. The Theater Offensive, Boston, MA. PT, 15-25 hours/week. Take photos at shows, events, create event photo albums for shows, other community events, promote events, shows throughout diverse communities in Boston, assist w/ creation, editing of monthly newsletters, e-blasts, other external communications, assist w/ updating social media accounts, assist w/ editing production show playslips, programs, help w/ event logistics. Req excel writing, communication, orgz, project mgmt skills, skills in photo/video editing/designing software, know MS Office. http://res.cloudinary.com/the-theater-offensive/image/upload/v1406579068/wtampcv7ubcchyp9ph.pdf

ASSISTANT EDITOR. Oxford University Press, New York, NY. Assist w/ content development, maintenance program for online resource centers in African American studies, Islamic studies, Biblical studies, work w/ digital product development, production, data controllers, engineers, mkgt, write copy for public pages. Req 2 yrs exp in publishing, orgz, time mgmt, leadership skills, exp creating, commissioning content for print or online publications, strong research, writing skills. Req #15-0159. https://reww2.ulti.pro/osx/1001/JobBoard/JobDetails.aspx?__ID=OB883A72900F73DC


ACCOUNT MANAGER. LaPlaca Cohen, New York, NY. Begin 06/15. Own all client-rel activities to ensure all traditional/digital media assets, media plans are delivered on time, to spec, w/in budgets, act as essential day-to-day partner for client in planning, identifying new oppys, troubleshooting problems as they arise, coordinate, lead ongoing client/agency meetings, translate biz objectives, manage design, production, printing estimating process. Req BA/BS, 3 yrs account mgmt or rel project mngmt exp, excel research, communications, problem-solving, presentation, writing skills, know Excel, PowerPoint, Keynote. http://www.laplacacohen.com/contact/


TRIAL DOCUMENT SPECIALIST. Planet Pharma, Hanover, NJ. Assist w/ lifecycle mgmt, associated processes of trial master files for translational medicine studies, discuss, agree on electric delivery plan of documents, support set up of table of contents at study start, work w/ documentation group to resolve issues identified during electronic document uploads into internal systems, conduct quality checks. Req AA/AS, 2 yrs exp, orgz, interpersonal, Eng language skills, know regulatory reqs, best practices pertaining to trial document mngmt, archiving of clinical trial documentation, computer literacy, pref know clinical trial design, execution, operations. Job ID: 5227. http://www.planet-pharma.com/job/trial-document-specialist/

QUALITY ASSURANCE/TECHNICAL DOCUMENT PROOFREADER. Hebco, Pittsburgh, PA. Support quality assurance reqs by proofing updated, electronically converted military technical documents to ensure source data changes are incorporated properly, document configuration, layout, text graphics from electronically converted documents are correct, properly places in accordance w/ original document. Req ability to pass extensive govt background check, commit to 25 hours/week. Take photos at shows, events, create event photo albums for shows, work on supplementary materials, submissions, budgets. Req BA/BS, 3 yrs professional exp granting for nonprofit arts orgz, orgz, project mngmt, interpersonal skills. No phone calls. https://www.indeed.com/viewjob?jk=a28cede225ae17b0&q=publishing&tk=19nfdpn6019t0049

MARKETING ASSOCIATE. InSight, Marlton, NJ. Create mkgt materials incl handouts, brochures, signs, ads, social media content, infographics, PowerPoints, Prezis, white papers, manage digital ads incl Google AdWords, Facebook ads, analyze, report on digital advertising metrics, update, manage corporate websites using WordPress, analyze, report on website traffic metrics using Google Analytics, oversee implementation of metric-driven strategies, promotional campaigns for improving SEO, engagement, overall digital presence. Req BA/BS, expertise at tracking, analyzing mkgt data, exp using Adobe, WordPress, social media, orgz, time mngmt, multitasking skills, pref exp w/ Google Analytics, Google AdWords, strong design exp, exp in digital advertising, excel research skills. http://insighthelpspsychiatry.com/jobs/

EDITORIAL INTERN. Boyds Mills Press, Honesdale, PA. Create manuscripts or book maps for repurposed puzzle books, gather visual materials for repurposed puzzle books, do editorial research for joke books, other ongoing series, proof puzzle book series passes, perform addl editorial duties as reqd. Req BA/BS, interest in children, publishing, excel communication, interpersonal skills. http://www.indeed.com/viewjob?jk=a28cede225ae17b0&q=publishing&tk=19nfdpn6019t0049

GRANT WRITER. SculptureCenter, Long Island City, NY. PT, permanent. Work w/ development team, resp for drafting narrative proposals for private, govt, intl funders, work on supplementary materials, submissions, budgets. Req BA/BS, 3 yrs professional exp grant writing for nonprofit arts orgz, orgz, project mngmt, interpersonal skills. No phone calls. https://www.nyfa.org/Classifieds/Job/4f0cca0e-d944-4a1b-b4db-a8afdf945b719
EDITOR. Morris Communications Company, LLC, Philadelphia, PA. Manage production of monthly magz, digital, social media, assist w/ addl publications as needed, develop story ideas, write features, post daily on Facebook, Twitter, assign stories, photography to freelancers, manage editorial expense budget, create editorial calendar up to 1 year in advance. Req ability to create, implement storyboard to incl print, digital, social media, ability to be voice of brand w/ upbeat, fresh content relevant to diverse Atlanta market, multitasking, communication, writing skills, strong knowledge of, contacts in Philadelphia. http://www.morris.com/jobs/editorphiladelphia

FULL-TIME WRITER. WHDH-TV, Boston, MA. Write for major newscasts, use broad range of sources for news gathering. Req BA/BS, 2 yrs major market writing exp, know TV production incl videotape usage. http://www.indied.com/cmp/WHDH--TV/jobs/Ft-Writer-585964971094c0b


South/Southeast

HEALTH COMMUNICATIONS INTERN. American Institutes for Research, Atlanta, GA. Assist w/ budget research, program timeline development, idea brainstorming, new biz research, preparation assistance, provide monthly activity reports, meeting notes, reports, create, track work orders, research, write communication materials, examine, fact gather competitive literature, material samples from orgs, analyze, draft copy, incorporate client changes, final roof documents, contribute to coordination of community outreach activities to facilitate participation in projects, programs. Req enrollment in MA/MS Eng/journalism/communications/PR/rel, interest in learning/applying social mktg, health, crisis communication to practical problems, exp in project coordination, market/communication research, pref exp w/ outreach to underserved populations. Job ID: 8427. https://jobs-airde.icims.com/jobs/8427/health-communications-intern-%23atlanta%2c-ga%29/job


WEB CONTENT PRODUCER. WLEX-TV, Lexington, KY. PT. Create, maintain web-based content, functionality, overall look of website from 6 pm-10 pm. Req excel communication skills, pref exp w/ online content production, know html. http://cordillera.tv/job/lex-18-wlex-tv-lexington-ky-3-part-time-web-content-producer/

MORNING REPORTER. WECT and Fox Wilmington, Wilmington, NC. Lead morning news coverage in field as live reporter. Req ability to handle all types of news in live setting, troubleshooting skills, exp w/ live TV reporting. No phone calls. ID: 2015-3571. https://careers-raycommedia.icims.com/jobs/3571/morning-reporter/job

ASSOCIATE CONTENT SPECIALIST. Houghton Mifflin Harcourt, southern US. Pos home-based w/in MS, AL, FL, GA, SC. Resp for delivery of more limited quantity of K-12 sales presentations, implementation sessions, present effective sales presentations, implementations to current, potential customers in order to foster sales satisfaction. Req BA/BS excel communication, collaborative, orgz, presentation skills, know MS Office, lift/move up to 50 lbs, driver’s license. http://careers.hmhco.com/jobssearch/job-details/associate-content-specialist-home-based-within-ms-fl-ga-sc/8039/

PAGINATOR. Civitas Media, Lumberton, NC. Control page-building workflow of assigned sections, maintain good communication w/ corresponding editors, produce page layouts, classified pages, design pages under deadline, maintain page-building workflow of 3 pages/hour, work w/ editors for daily budgeting/page design, perform cursory proofing, check all pages for accuracy, quality, Req BA/BS journalism/communications, 1 yr exp in publishing/newspapers, communication skills, advanced understanding of design principles, MAC, InDesign, AP style. https://www.journalismjobs.com/job-listings/1621010

AUDIENCE ENGAGEMENT SPECIALIST. PBS NewsHour, Arlington, VA. Resp for PR, outreach, promotion, branding rel to program, develop, execute outreach, publicity, promotion to build awareness, create effective ways to promote correspondents, content to community of online users, create, maintain lists of influencers, bloggers, reporters, independent content creators, create variety of events incl live chats on Twitter, Facebook, other platforms, help write &/or edit releases. Req BA/BS, 2 yrs exp working in broadcast journalism, pref exp w/ natl outlet. http://www.pbs.org/newshour/jobs/audience-engagement-specialist-2/

REPORTER/PRODUCER. ARTS. PBS NewsHour, Arlington, VA. Report, write news-driven, well-told, crafted stories for website, associated digital content, managing online editorial content vertical, create original text, multimedia content, coordinate regular contributors, features, columns. Req BA/BS, 1 yr exp working in online journalism, pref exp or interest in issues around art. http://www.pbs.org/newshour/jobs/reporter-producer-arts/

WRITER/EDITOR. The Weather Channel, Atlanta, GA. Produce stories, program site, create content that grabs audiences, understand how users consume content online, produce stories, slideshows, identify breaking news stories that fit brand. Req BA/BS journalism/communications, 1-2 yrs exp, know SEO best practices, Photoshop, html, weather/science knowledge, understanding of web analytics. https://www.journalismjobs.com/job-listings/1621076

NEWSPERSON-BREAKING NEWS STAFFER. The Associated Press, Atlanta, GA. Monitor, pursue spot, breaking news, work w/ reporters in field to get accurate news wire, seek out shared, user-generated content across formats, identify stories that need further development, report general assignment stories from desk, contribute to weekend report w/ enterprise stories, help coordinate coverage across formats. Req BA/BS, excel writing, reporting, editing skills, ability to identify breaking news off social networks, strong orgz skills, 2 yrs FT reporting exp at daily newspaper, broadcast station or AP bureau. Pos ID: 10031863. http://apcontacthr.com/40221965

SPORTS-MINDED MARKETING AND MANAGEMENT. Capitol City Group, Raleigh, NC. Develop strong mgmt skills, assist in daily operations of client, assist in customer retention, new biz acquisition, increase market share. Sal, weekly bonuses. http://capitolicitygroupinc.com/marketing-management.html


COPY WRITER, Mood Media, Fort Mill, SC. Provide general content, copywriting support to team incl content created for social channels, blog, monthly internal newsletters, email mktg campaigns, internal communications, gsd mktg collateral. Req BA/BS Eng/PR/communications/rel, 2 yrs copywriting exp, excriting, orgz, communication skills, attention to detail, know AP style, MS Office, basic design, typesetting principles. Req #401. http://us.moodmedia.com/careers

PUBLIC RELATIONS AND MARKETING SPECIALIST, George Mason University, Fairfax, VA. Provide support for fundraising activities, assist in identification, qualification, cultivation of major donor prospects, prepare reports for fundraisers, administrators, volunteers as requested, audit prospect tracking, cultivation info. Req know fundraising, exp producing profiles, analysis, reporting to drive fundraising strategies, excel communication, interpersonal, orgz, computer skills, know prospect mgmt, use of databases for prospect, moves mgmt, pref BA/BS journalism/communication/PR/rel, research exp, exp in higher education setting. Pos #10370z. https://jobs.gmu.edu/postings/35273

OUTREACH ASSISTANT, Media Research Center, Reston, VA. Support political director, assist w/ coalition efforts w/ other conservative orgzs, blog, manage day-to-day operations of intern program, assist w/ corporate outreach, maintain databases of key contacts, prepare internal reports. Req BA/BS, excel writing, interpersonal, multitasking skills, attention to detail. http://www.mrc.org/jobs

SPORTS MEDIA BLOGGER, Media Research Center, Reston, VA. PT. Monitor sports media w/ eye on cultural issues, scan ESPN, network sports casts, pre/post-game shows, popular sports blogs, sports columnists, Sports Illustrated. http://www.mrc.org/jobs

SENIOR SOCIAL MEDIA MANAGER, Media Research Center, Reston, VA. Manage, execute all social media activities for multiple brands, grow orgz’s reach, engagement on major social platforms, drive traffic to web properties. Req 2 yrs exp, demonstrated success in building, growing engaged social media audience on Facebook, Twitter, know Instagram, Vine, Pinerest, Google+, commitment to demonstrating success via concrete data, metrics form social media accounts, campaigns, ability to understand key conservative values, beliefs. http://www.mrc.org/jobs

ADMINISTRATIVE ASSISTANT, Oxford University Press, Cary, NC. Admin duties, run reports in various systems, track sales, support efforts of mgmt, sales team members, work w/ mktg to ensure product brochures are up-to-date, in stock, maintain data in CRM, SFDC, at direction of institutional sales mgmt. Req communication skills, know MS Word, Excel, Outlook, PowerPoint, detail-oriented, ability to learn new software programs. Req #15-0102. https://rew22.ultipro.com/oxf1001/JobBoard/JobDetails.aspx?__ID=*EEE65111CD012E8

COPY EDITOR/PROOFREADER, SB&A Integrated Marketing, Richmond, VA. PT. Work w/ account mgmt, coywriters, art directors, production managers, project managers to ensure documents, advertising materials are clearm, accurate. Req BA/BS communications/Eng/rel, 3 yrs exp, pref exp in advertising. http://www.inded.com/cmp/ SB&A-Integrated-Marketing/jobs/Copy-Editor-Proofreader-698b343708acc66

LANGUAGE ARTS CURRICULUM DESIGNER, IXL Learning, Raleigh, NC. Design fun, engaging, interactive language arts questions that are targeted to specific learning objectives, write, edit user-facing content, collaborate w/ team of writers, editors to ensure content is of highest quality, develop, manage project plans, review product prototypes, make design recommendations, advise software engineers, visual designers, product designers on appropriate content, assessment strategies. Req BA/BS, technical skills, know computer programming, mobile, web technologies, Eng teaching, tutoring, mentoring exp, excel communication skills, pref MA/MS or PhD education/Eng/linguistics/rel, exp in curriculum development, instructional design. https://www.ixl.com/company/jobs?jvi=oyx91fwZ&jvs663.

COPYWRITER, Times-Union Media, Jacksonville, FL. Create inspiring, engaging, sharable branding content for advertising, mktg partners. Req BA/BS Eng/journalism/communications/mktg/rel, 2 yrs exp in copywriting, editing, proofing skills, exp in mktg, advertising, brand messaging, promotional copy, strong writing, interpersonal skills, exp preparing accurate copy for digital, print products, driver’s license, transportation. ID: 2015-1159. https://careers-morrispublishinggroup.icims.com/jobs/1159/copy-copywriter/job

ASSISTANT NEWS SPECIALIST, WMBF News, Myrtle Beach, SC. PT. Resp for all aspects of TV news production, running studio cameras, operating audio board, editing video, writing scripts for broadcast, posting to web, working assignment desk. Req strong writing skills, flexible schedule, pref TV exp, ability to learn Chyron IQS, Logitek Audio Console, Edius, ENPS, Oasis. No phone calls. https://careers-raycommedia.icims.com/jobs/3700/assistant-news-specialist/job


COPY EDITOR/PAGE DESIGNER, St. Augustine Record, St. Augustine, FL. Edit copy, design pages, monitor news wire, write headlines, cutlines, serve as last defense against libel lawsuits, manage online, monitor local, natl, Intl news, trends, ideas. Req strong editing skills, exp w/ newspaper page design, know AP style, flexible schedule, pref exp: will consider recent BA/BS, know InDesign, InCopy. ID: 2014-1092. http://www.morris.com/jobs/copy-editor-page-designer-at-st-augustine-florida

LIBRARY SPECIALIST. George Mason University, Fairfax, VA. Sun-Thurs, 3:45 pm-12:15 am. Assist patrons at library service desks on campus, support student coordinator in recruiting, hiring, managing student assistants in access services, provide circulation services, answer informational, basic reference questions, work w/student assistant who staff public service desk. Req AA/AS or 2 yrs completed college credits, know basic functions of office productivity software, scanning eqt, software, Windows environment, internet, pref BA/BS, academic library exp, exp providing circulation services. $34.7K. Position #00080z. https://jobs.gmu.edu/postings/35504 App dnl 06/24/15.

CREATIVE COPYWRITER. Times-Union Media, Jacksonville, FL. FT. Create inspiring, engaging, sharable branding content for advertising, mktd partners, create content for print, online blogs, social media, newsletters, printing, digital promotional ads, scripts, email campaigns on as-needed basis. Req BA/BS Eng/journalism/communications/mktg/rel, 2 yrs exp in copywriting, editing, proofing skills w/exp in mktd, advertising, brand messaging, promotional copy, strong writing, interpersonal, computer skills, know social media platforms, pref exp working w/WordPress, SEO implementation. http://www.morris.com/jobs/creative-copywriter

SOCIAL MEDIA AND OFFICE ADMINISTRATOR. Mendola Ltd. and Rappart, New York, NY. Begin 07/20/15. Handle social media, admin duties for small artists’ agency, update on all social media platforms, maintain company blogs, update artists’ work on variety of portfolio sites, handle agent, artist, client requests, assist agents in design, delivery of promotional materials, answer phones, order office supplies, manage invoicing, collections, generate monthly sales reports. Req multitasking, writing, communication skills, know Windows, MAC OS, Photoshop, MS Office, major social media sites, pref know Quickbooks. $30K. https://www.nyfa.org/ClassifiedsJob/83e54c09-5aee-4f38-97b0-f0460a91ee14


MARKETING ASSISTANT. Rodale Inc., Emmaus, PA. Temp position. Coordinate workflow of online promotions, ensure that online orders for promotions are fulfilled, reported accurately, assist in brand integration efforts, proof, test online offers to ensure accuracy, functionality, assist in compiling results data to help inform mktd efforts. Req strong attention to detail, accuracy, ability to juggle multiple requests in fast-paced work environment, excel interpersonal, computer skills, know online mktd. Tracking Code: 820-663. https://rodaleinc-openhire.silkroad.com/eportings/index.cfm?fuseaction=app.jobinfo&jobid=820

Midwest

POLICE AND COURTS REPORTER. The Daily Nonpareil, Council Bluffs, IA. Cover breaking news, trials in/around Council Bluffs, produce some general assignment, feature, special section pieces. Req news gather, writing, digital skills, know govt, law enforcement operations. $55K. https://bhmedia.silkroad.com/eportings/index.cfm?fuseaction=app.jobinfo&jobid=4043&company_id=16116

SOCIAL MEDIA MANAGER. LeadPages, Minneapolis, MN. Create, implement, manage social media strategy by creating, curating, managing social media content, monitor, listen, respond to users in social way while cultivating leads, sales, build fan communities, respond to their feedback, concerns, work w/mktg partners to coordinate social media updates, content that aligns w/strategy, brand, manage onsite social presence at key events, design, create, manage promotions, social med campaign. Req passion for, engagement in social media, strong background in customer acquisition strategies, in-depth knowledge, understanding of social media platforms, written communication skills, know SEO, keyword research, industry trends. http://jobs.jobvite.com/leadpages/job/OLFR0fw1

DIGITAL EDITOR. PRI, Minneapolis, MN. Work w/editors, reporters to create digital stories, incl graphic, multimedia, interactive elements. Req BA/BS, 3 yrs professional journalism exp, excel writing, editing skills, master headlines, story summations that spur social sharing, ability to experiment, stay informed of development technologies. http://www.pri.org/digital-editor-prorg

TECHNICAL MARKETING ASSOCIATE. Tympamy, Inc., Downers Grove, IL. Set up appts to explain company’s technical focuses, conduct research on CIOs, IT directors, engineers, develop understanding of IT dept’s biz issues, receive technical training on technology, assist in creating content incl emails, postcards, direct mail, scripts for campaigns. Req BA/BS technical field, 2 yrs exp working in office environment, know MS Office, ability to quickly learn technical info, pref 1-3 yrs leadership exp. http://www.tympanline.com/careers-technical-marketing-associate

FIELD EDITOR. Iowa Farmer Today, Southwestern IA. File for print, digital publication, provide news, features stories on farmers, farm issues rel to crop, livestock production, economics, policies, farm life in IL. Req reporting, writing, photography skills, interest in issues facing farmers, rural communities. Job #000102KE. https://lee.taleo.net/careersection/2/jobdetail.ft?job=000102KE

REPORTER. Mason City Globe-Gazette, Mason City, IA. Cover news, features, generate copy for daily, weekend sections/special sections/web/social media. Req exp covering cops, courts, photo, video skills, love journalism. Job #0001020R. http://globegazette.com/workhere/


CONSUMER COPYWRITER. Brella Productions, North Chicago, IL. Write high quality informational/mktg materials that communicate client’s research, products to both medical, consumer audiences, write consumer, mktd documents supporting major brand submissions, write documents for submission to FDA, other regulatory agencies, provide review, substantive editing of contributions from external contract writers. Req BA/BS journalism/health profession/science, 2 yrs exp writing for pharmaceutical, biotech industries, basic understanding of scientific methodology w/ability to understand clinical development, FDA/intl regulations, ICH guidelines, US/intl regulatory processes, excel interpersonal, problem-solving skills. No phone calls, emails. https://chi.dbe.taleo.net/chj03/ats/careers/requisition.jsp?org=BRELLA&ctx=1&rid=18
MEDICAL ADVERTISING WRITER. Brella Productions, North Chicago, IL. Execute medical writing activities for projects in accordance w/applicable US/intl regulatory regs, reqs, assume primary responsibility for writing of regulatory response documents, documents supporting major regulatory submissions, write documents for submission to FDA, other regulatory agencies, review, edit contributions from external contract writers. Req BA/BS science/health profession/journalism, 2 yrs exp writing for pharmaceutical, biotech industries, excel orgz, writing, proofing, MS Office, troubleshooting skills. No phone calls, emails. https://chi.tbe.taleo.net/chtj3/ats/careers/requisition.jsp?org=BLRELLA&cws=1&rid=8

SPORTS REPORTER. The Vindicator, Youngstown, OH. 1-yr position leading to FT. Cover sports. Req storytelling, sourcing skills, excel news instincts, know current digital reporting trends, tools. No phone calls. https://www.journalismjobs.com/job-listings/1158756

NEWS ANCHOR/REPORTER. iHeartRadio, Cedar Rapids, IA. Produce, anchor on-air news reports, conduct interviews w/newsmakers, members of community to produce for newscasts, deliver live breaking news, weather reports as warranted, write news stories, produce audio for station, write, post stories to website, submit regular Facebook updates. Req 2 yrs on-air broadcast exp, news broadcast exp, ability to work FT schedule, excel orgz, interpersonal, communication, multitasking skills, driver’s license. Tracking Code: 6105. https://iheartmedia-openhire.silkroad.com/eportings/index.cfm?isfuction=app.dspjob&jobid=5669

MARKETING COPYWRITER. Angie’s List, Indianapolis, IN. Write on-brand messaging, work w/ refined style guidelines for tone, manner of prospect, member communications, translate biz objectives into concise copy, create persuasive mkgt messages to convert consumers into members, create engaging messages torove blog strategies, tactics, grow mktg messages to convert consumers into members, create engaging messages to

E-COMMERCE WEB ANALYST. Angie’s List, Indianapolis, IN. Analysis data generated by mkgt dept, present actionable insights, biz intelligence from analytical output, reports to support biz decisions, lead analysis effects, requests from leadership team, conduct independent analysis w/intent or provide mkgt w/actions that foster new, creative techniques to better manage e-commerce exp, create, maintain dashboards, drive general reporting activities. Req BA/BS, 2 yrs exp in biz analyst or e-commerce role, exp using web analytics platform, know economics, mkgt, math, statistics, analytics, problem-solving, orgz, communication skills. https://chi.tbe.taleo.net/chtj3/ats/careers/requisition.jsp?org=ANGIESLIST&cws=1&rid=1867

CONTENT CREATOR. Grunt Style LLC, Carol Stream, IL. Write various types of articles on range of topics for blog, curate articles from other sources that would be of interest to fans, marketplace, optimize content for search engines, lead generation, conduct analytical projects to improve blog strategies, tactics, grow social media following, convert visitors in to leads. Req 1-3 yrs mkgt content creation, excel writing, editing, communication skills, ability to use analytics to optimize blog mkgt strategies, tactics, grasp of best practices, trends in content mkgt. http://www.indeed.com/viewjob?jk=7e4a17a72af0ae077a2&ln=copywriter&k=19ml3hjy5mhlb9s

EDITORIAL COORDINATOR. ApexCovantage, Madison, WI. Review manuscripts for editorial, production problems, ensure that editorial schedules, standards are met, update, maintain style guides for different clients, locate, engage freelance copyeditors, proofers, indexers, provide guidance to resolve technical, stylistic questions, finalize manuscripts for typesetting by incorporating, merging author, copyeditor comments. Req BA/BS, know Chicago, APA style, excel communication, writing, orgz skills, thorough knowledge of MS Word, pref exp working in academic publishing environment. http://apexcovantage.com/career/editorial-coordinator/


ASSIGNMENT EDITOR. CBS-58, Milwaukee, WI. 2 am-10:30 am, Mon-Fri. Generate story ideas, determine editorial content of newscast on daily basis, monitor scanner traffic, manage daily assignments, update station website, other digital platforms. Req strong newsroom skills, strong news judgment, multitasking skills. http://www.cbs58.com/story/26835633/job-openings-at-weigel-broadcasting-milwaukee

MULTIMEDIA JOURNALIST. CBS-58, Milwaukee, WI. Research, write, shoot, edit daily news stories under deadline pressure. Req 2 yrs news exp in shooting, reporting, strong understanding of multiplatform journalism incl how to shoot, write, edit stories, video, photos for web, social media, driver’s license. http://www.cbs58.com/story/26835633/job-openings-at-weigel-broadcasting-milwaukee

CREATIVE WRITING INSTRUCTOR. Interlochen Center for the Arts, Interlochen, MI. Teach 4 classes/semester of college-level creative writing instruction to high school students, manage classroom w/ range of age, exp levels, assist w/specialized programming. Req MFA creative writing, ability to teach in multiple genres incl fiction, nonfiction, poetry, playwriting, pref college or high school teaching exp. https://www.smartrecruiters.com/InterlochenCenterForTheArts/83031018-instructor-of-creative-writing

ARTS AND CULTURE REPORTER/PRODUCER. Interlochen Center for the Arts, Interlochen, MI. Develop arts, culture content for Interlochen Public Radio that represents region, develop connections w/in region in multi-platform ways, report on stories rel to arts/culture of interest to audience, develop sources, story pitches, scene, character development, produce features, spots, interviews, special segments as assigned. Req 1-2 yrs journalism exp, knowledge of/interest in arts, interest in community cultures, strong social media skills, know good storytelling, reporting. https://www.smartrecruiters.com/InterlochenCenterForTheArts/82679841-arts-and-culture-reporter-producer

MULTIMEDIA JOURNALIST. The Hendricks County Flyer, Avon, IN. Craft, execute social media strategy to engage readers on multitude of platforms, work w/ editor, news staff to maximize audience growth, community engagement, Req know news writing, journalistic standards, video editing, photography, blogging, various aspects of social media, flexible schedule. https://www.journalismjobs.com/job-listings/1621110

ASSIGNMENT EDITOR/ASSOCIATE PRODUCER. WWMT/CW7, Kalamazoo, MI. Gather news affecting community, prepare story items for presentation in newscasts, assist in efficient operation of assignment desk, write, post stories to website, station’s Facebook, Twitter accounts. Req commitment to journalistic standards of ethics, accuracy, communication, computer, word processing skills, interest in local, nat, world news, proficiency w/Facebook, Twitter, emerging social media, ability to write for broadcast, print AP style. Tracking Code: 3635. https://bgrt-openhire.silkroad.com/eportings/index.cfm?fuseaction=app.jobinfo&jobid=3020
TECHNICAL WRITER, Snider Blake, Solon, OH. Transfer documents from MS Word, Lotus Notes to new company software. edit various types of documentation incl how-to guides, references, manuals, safety materials or instructions, explain scientific, technical ideas in simple language, write technical direction on product announcements, mkgt brochures, ads, mkgt specs, write clean, concise policies, procedures, study drawing, specs, mock-ups, product samples, create user documentation for variety of material, prepare charts, graphs or forms to accompany rough drafts. Req BA/BS, 1 yr technical writing exp, know MS Word. $18/hour. http://www.indeed.com/cmp/Snider-Blake/jobs/Technical-Writer-Entry-Level-bbd0072b5b605c8b

COPYWRITER, Mattel, Middleton, WI. Write high impact projects in their assigned channels, across channels when necessary, develop messaging direction, execute copy for assigned biz that meet strategic, financial objectives, initiate, develop visual/verbal integration to create more impactful concepts, partner w/ supervisor to execute, maintain consistency of brand voice across channels, manage, maintain client relationships by executing effective copy that delivers against brand objectives. Req BA/BS journalism/mkgt/communications/creative writing, 3 yrs exp, strong understanding of mkgt concepts, design sense, excel computer skills, pref copyediting exp. Req #151148. www.mattel.com/careers

ONLINE MARKETING ASSISTANT, Celadon, Indianapolis, IN. Assist w/ development, implementation, analysis of digital mkgt strategies, initiatives to generate increased apps thru online leads to grow driver fleet. Req BA/BS communication/mkgt/multimedia/rel, online mkgt exp w/ understanding of all things digital, exp w/ Google Analytics, Google AdWords, Facebook advertising platforms, expert skills in using, navigating social media networks, communication, project, time mgmt skills. Job Code: MKTASS. https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSearchResults&locale=en_US&applicationName=CeladonGroupKTMDReqExt&SEQ=jobDetails&POSTING_ID=62090606261

MEDIA ASSISTANT, Natural Resources Defense Council, Chicago, IL. Develop, coordinate press lists, media outreach for media relations staff, track press hits, draft, send daily emails to staff, proof press releases, prepare for distribution, help track budgets, dept spending, schedule meetings, conference calls, press events, handle occasional travel arrangements, complete expense reports, process invoices. Req BA/BS, 1-3 yrs admin or professional exp, strong interest in communications, media relations, PR, journalism, excel communication, orgz skills, know Word, Excel, Outlook, pref interest in environmental issues. Tracking Code: 483-427. https://nrdc-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=483

MEDIA & PUBLIC RELATIONS INTERNSHIP, Norman Arts Council, Norman, OK. 10-15 hours/week, begin fall 2015. Work w/ communications director, focus on both orgz initiatives, press releases, new development, event planning for annual fundraiser, Norman open studios, concerts, others, assist w/ special events, photographing special activities, events, complete press clippings. Req working toward degree in PR/journalism/advertising/media-rel field, excel communication, computer, design, editing skills, know MS Office, pref know Adobe C55. Unpaid position. http://www.normanarts.org/about-us/about-us-job-postings/ CONTENT EDITOR-MUSICIAN, Marketing Concepts, Spicer, MN. Write about, revise product info regarding musical eqt, copy images, website maintenance catalog, web mkgt copy, convert product info from mfr sites, present product features, benefits for web display prepare addl web-rel tasks, search for images, add rel item info, ensure timely product maintenance in software app, provide input regarding promotional ideas. Req excel orgz, communication skills, high level of detail, accuracy, know MS Word, Excel, multitasking skills, pref writing, editing skills, pref mkgt skills or background. http://www.marketingconcepts.com/Portals/3/docs/Entry_Level_Content_Musician.pdf

SALES AND CUSTOMER SERVICE REPRESENTATIVE, Marketing Concepts, Spicer, MN. Handle each customer service issues, follow up on calls that cannot be handled w/ one contact, address customer service emails, answer calls rel to pricing, placing orders, maintain service levels. Req computer, communication, problem-solving skills, pref customer service background. http://www.marketingconcepts.com/Portals/3/docs/Sales_CSR_030415.pdf

MOTHER EARTH NEWS EDITOR, Ogden Publications, Topeka, KS. Edit magz articles, manage online content, multitask various projects across depts, promote, network content thru social media, contribute to fast-paced, highly engaged environment. Req editing skills, ability to manage content about sustainable living, modern homesteading, environmental issues, pref interest in online media, exp w/ renewable energy systems, hands-on country skills &/or DIY projects. http://www.ogdenpubs.com/human-resources/mother-earth-news-editor.aspx

ONLINE EDITORIAL ASSISTANT, Ogden Publications, Topeka, KS. Contribute to regular website updates of mgz content, e-newsletter building, testing, publication of online book excerpts, publisher correspondence, digital edition app building. Req interest in online content proliferation, general web development, multitasking skills, pref know search engine optimization, content mgmt systems. http://www.ogdenpubs.com/human-resources/online-editorial-assistant.aspx


TECHNICAL DOCUMENTATION SPECIALIST, Hebco Inc., Oklahoma City, OK. Work w/ customers, suppliers, app users, other technical, support personnel, create technical manual specs, standards compliant documents, maintain schedule data for Air Force. Req 2 yrs rel technical exp, excel communication, orgz skills, US citizenship, ability to obtain security clearance, pref exp w/ Framemaker, PTC tools w/ background understanding of SGML, ability to create/modify line art illustrations. http://www.hirebridge.com/33/jobs/JobDetails.aspx?id=6081&j cid=207268

MARKETING INTERN, Ryan Specialty Group, LLC, Chicago, IL. Manage, schedule, update trade shows throughout calendar year, track, analyze social media presence, make content recommendations based on competitor analysis, familiarize new hires w/ mkgt/resource center, review of Google Analytics, social media, eSource response, track news pick-ups from company press releases, assist w/, perform any other duties as needed or assigned. Req current enrollment in BA/BS program in mkgt/advertising/communications, interest in field of mkgt/communications/theatre. 3.0 GPA, pref 3rd or 4th yr undergrads, exp as mkgt intern &/or developing mkgt materials, know MS Office, PowerPoint, excel communication skills. http://www.jobs.net/jobs/ryan-specialty-group/en-us/job/United-States/Intern/J3L61G693KD50L5V2C8/
LEGAL/TECHNICAL WRITING. Hudson Legal Group, Ann Arbor, MI. 3-6 positions available. Assist attorneys in prep, filing of immigration apps, petitions w/ govt agencies, assist w/ prep, drafting of legal documents for review, perform legal research as needed. Req BA/BS writing-rel field, excel writing, editorial, MS Word skills, positive attitude, detail-oriented, pref 1+ yr writing or editing exp. http://www.hudsonlg.com/legal-technical-writing-position

PROOFREADER/COPY EDITOR. Britton, Fort Wayne, IN. Proof, edit copy for accuracy, grammar, punctuation, adhere to client-specific brand standards, AP style, maintain personal copy library for company reference, archiving, track all project hours each day for billing accuracy. Req BA/BS journalism/professional writing/Eng/communications, exp as proofreader or copy editor. 2-3 yrs consumer advertising or mktg exp, pref exp w/ web or digital media. http://www.brittonmdg.com/careers/proofreader-copy-editor

PROOFREADER. Cornerstone Services, West Chester, OH. Proof, catalog pages, digital media for accuracy quality, consistency, style of each brand, edit, make spelling, grammar, punctuation corrections in InDesign fields, compare source documents against produced piece, communicate issues, questions to creative, merchandise, deptgs. Req BA/BS Eng/journalism/rel, 2 yrs proofing exp, know Chicago style, grammar, strong orgz, time mgmt skills, pref know MS Word, InDesign, Filemaker Pro. Pos #0810529. https://hsn.taleo.net/careersection/6/jobdetail.ftl?job=1610808&src=JB-10280

JUNIOR WORDPRESS DEVELOPER. NeonCRM, IL. Ensure customers have best possible integration between their website, database, assist customers w/ integration between existing website, NeonCRM system, work w/ customers to design, develop, implement new WordPress websites on NeonCRM web services platform, assist w/ overall strategy, monitor current trends, best practices for web design. Req exp in html, JavaScript, CSS, exp w/ building, optimizing WordPress websites, know php, WordPress, appreciate of good web design, strong project mgmt skills. http://careers.npo.net/jobs/7237779/junior-wordpress-developer

CONTENT MARKETING SPECIALIST. Meta Communications, Iowa City, IA. Develop digital campaigns, articles, white papers, press releases, blog posts, creative materials to develop voice of company, products, build brand awareness of company, software, educate target clients on how products solve their problems, improve performance, help create content that drives traffic to website, blog, social media channels. Req exp developing compelling professional content, ability to articulate complex subject matter in interesting way, excel writing, editing skills, strong visual acumen, planning, research, orgz skills, pref know of how in-house mkts, creative dept operate at mid-sized, Fortune 500 companies. http://hire.jobvite.com/CompanyJobs/Careers.aspx?Pos=1019092640&c=600&j=5f

MEDIA RELATIONS INTERNSHIP. Museum of Contemporary Art, Chicago, IL. 09/15-12/15. Write media releases, assist film crews, manage photographers to help create, pitch media stories for exhibitions, performances, educational programs, special events, interact w/ visual, performance artists, press, assist w/ program-rel research, handle inquiries, visits from media, maintain news clipp system, manage listings distributions for all public programs. Req students, recent grads, age 21+, interest in nonprofit museum. http://www2.mcachicago.org/employment App dttl 07/15/15.

West/Southwest


ACQUISITIONS EDITOR. Craftsby, Denver, CO. 5-6 month contract position. Establish, cultivate, sustain relationships w/ current, potential skilled instructors who will produce courses w/in sewing category, review, assess, prioritize class topics, instructors for their potential to expand, advance biz, use analysis, interpretation, app of data, develop class outlines in close collaboration w/ instructors, producers. Req personal passion for sewing, exp editing, developing, creating, curating category-relevant education or content, analytical expertise demonstrated in creative, professional or academic environments, project mgmt, planning exp to execute complex work in line w/ tight deadlines, excel communication, writing, editing skills. http://www.craftsby.com/careers

JUNIOR COPYWRITER. Craftsby, Denver, CO. Create copy for effective email mkts campaigns, website product descriptions, blog posts, digital ads, print ads, landing pages, manage tasks to ensure assets get delivered on time, identify best class, ecomm, mkktg campaign, perform copy insights as to key performance drivers to create new, improved, copy compelling stories that feature members, bloggers, experts. Req 1 yr writing exp, min 3.5 GPA, problem-solving, communication, collaborative skills. http://www.craftsby.com/careers

SOCIAL MEDIA INTERN. Filmless, San Francisco, CA. 10 hours/week. Help build online presence, develop, implement social media strategy for YouTube, Twitter, Instagram, Vimeo, Reddit, other platforms, write, produce, create content for each channel, get followers, subs, likes, re-tweets. Req passion for video production, video-rel topics, own MAC or Windows based PC or laptop, social media presence w/ proven ability to create compelling content, know social media strategies, pref exp w/ Reddit, YouTube. https://www.smartrecruiters.com/Filmless/82904430-social-media-intern

FINANCE WRITER, PUBLIC RELATIONS. Credit Karma, San Francisco, CA. Identify opppts, execute upon relevant research, writing, produce 2-3 pieces of independently sourced financial reporting weekly, write articles relevant for a broad audience incl industry insiders, influencers, journalists, look for opppts to apply company data to bigger financial stories, support PR initiatives. Req financial acumen, ability to generate story ideas, write w/ commanding voice, current events, industry trends into roster of interesting coverage, strong project mgmt skills, pref 3 yrs journalism exp, know WordPress. https://www.creditkarma.com/careers#Finance-Writer-Public-Relations

NEWS ANCHOR/REPORTER. Riverbend Communications, Idaho Falls, ID. Manage deadlines, multiple projects, produce high quality news content, programming. Req BA/BS journalism/communications, flexible schedule, excel writing, grammar, skills ability to anchor or co-host local radio news programs, know MS Office, pref 2 yrs news room exp, ability to shoot, publish, edit video. http://www.eastidahonews.com/job/news-anchor-reporter/

ASSIGNMENT EDITOR/SOCIAL MEDIA PRODUCER. KBOI/KYUU, Boise, ID. Gather news affecting community, dispatch crews in breaking news situations, take pictures, create photo galleries for station’s website, update station’s Facebook page, Twitter feed, write, post stories to website. Req commitment to journalistic standards of ethics, accuracy, ability to write concisely, clearly, general knowledge interest in local, natl, world news, know Facebook, Twitter, emerging social media, print AP style, pref BA/BS journalism. Tracking Code: 2831. https://sbgtv-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=2216
EDITORIAL ASSISTANT. George Lucas Educational Foundation, San Rafael, CA. Req for day-to-day editorial maintenance, production of EduTopia content for website, social media channels, assist in creating, developing, editing online content for specific section of website, assist in researching, updating outdated content, fact check, ensure consistent writing style, conduct research to support projects, answer general comments from audience, prepare, produce, post content for website, coordinate content delivery. Req BA/BS journalism/rel, 1-2 yrs digital media exp, passion for orgz’s mission, excel writing, editing, research, analysis, presentation skills, know html, Photoshop, social media apps, exp w/ cloud-based Google suite of tools. https://jobs.ecipay.com/prod/net/EmpApp/X11Sr(41vk&ip1ohnn3ivkafanmu4)/JobList.aspx?ID=WTAEFUD5HimshDIkrwGllhy%3d%3d&REQID=surl00oOpMLu8CK1fsF14p%3d%3d

EDITOR. Community Impact Newspaper, Frisco, TX. Develop relationships w/ community leaders, news sources, promote company in professional, light edit content, lead, provide oversight to his/her team, multitasking skills, shoot photos as needed. Req BA/BS journalism/communications/Eng/rel, ability to pass company’s copyediting, writing tests, 2 yrs exp w/ print publications, know AP style, social media apps. http://impactnews.com/about-us/hiring


REPORTER. Patterson Irrigator, Patterson, CA, FT. Cover variety of beats incl schools, community, crime for weekly newspaper, assist w/ layout, design of paper, take own photos, upload articles to website. Req BA/BS, strong writing, communication skills, know AP style, commitment to factual reporting, pref journalism exp. https://www.journalismjobs.com/job-listings/1621131

WEB CONTENT WRITER. Cheezburger, Seattle, WA. Editorial content development w/in assigned category incl sites, social media channels, exercise discretion, judgment on consistent brand, editorial decision for assigned channels, strategic development of feature, promotions content streams, pkgs to drive identified content key performance indicators, analyze data to determine optimal editorial expression across channels, coordinate w/ editorial team to enhance brand, editorial style across all channels. Req BA/BS journalism/Eng literature/cultural studies, 2 yrs exp in creation, execution, publishing of daily editorial programming, promotional web content, know html, Photoshop, 1 yr exp w/ web analytics tools incl Google Analytics, project mgmt exp, passion for keeping up w/ current news trends, pref know WordPress, html. http://cheezburger.theresumator.com/apply/cdp6ob/Web-Content-Writer

STAFF WRITTER. CBS Corporation, Burbank, CA. Cover tech, games, productivity, publish engaging, sharable stories on web, create consistent stream of creative content for digital platforms, contribute content for daily or weekly features, use traffic numbers, other data to help fine-tune ideas, contribute to regular brainstorms, program social content tuned to drive traffic, research photos, create gifs, other media. Req BA/BS, 2 yrs rel exp, creative writing skills, strong journalistic ethics, exp vetting, clearing rights to content. Req #22209. http://cbscorporation.jobs/burbank-ca/staff-writer-tech-games-productivity/a88192b22d2f487eb70a4af7e8988d18/job/

ASSISTANT EDUCATION SPECIALIST. LBJ Library and Museum, Austin, TX. Coordinate, conduct on-site classroom activities for groups on variety of historical, political, govt issues, coordinate, implement contests incl disseminate info, develop themes, reqs, collaborate w/ partners, assist w/ creation, design of educational programs, curriculum for classrooms, serve as resource to teachers concerning question of instructional methods of historical material, programs. Req BA/BS, teaching certificate, 3 yrs classroom exp. $35K. http://www.lbjlibrary.org/footier/get-involved/employment-opportunities

CUSTOMER SERVICE. Mood Media, Austin, TX. Provide account info, technical assistance to clients, resolve initial client issues, create service work orders for unresolved technical issues, provide real-time solutions. Req HS grad, 0-1 yrs customer service exp, strong communication, writing, customer service, critical thinking skills, pref bilingual French/Eng. Req #339. http://us.moodmedia.com/careers

CONTENT WRITER. First Row Education, San Francisco, CA. Design, create curriculum, write new math questions for content database, edit old questions, design project-based lessons for K-8 Common Core standards, create math performance tasks, games, build tools that parents can use to help their children improve in math. Req BA/BS, 2 yrs math teaching exp in grades K-12, excel interpersonal, communication skills, dedication to improving education for all students, understanding of Common Core State Standards. http://frontrow.workable.com/jobs/69751

MARKETING AND GROWTH. First Row Education, San Francisco, CA. Understanding, create blueprints for analyzing penetration in schools/districts/states to identify best candidates for conversion to premium product, create systems, mechanisms to encourage school, district administrators to consider premium product, manage email mkgt efforts, work on web presence, manage PR efforts. Req BA/BS, passion for education, deep understanding of SaaS, freemium biz models, exp working in mkgt/growth role, understanding basics of design, branding, email mkgt, pref know sql, scripting languages. http://frontrow.workable.com/jobs/69709

MEDIA PLANNER. Saatchi & Saatchi, Torrance, CA. Plan development, implementation, write, analyze, present media POVs, plans, recommendations to agency, clients, carry out buying strategies, negotiate media to maximize investment, implement, follow media process, agency process, collaborate w/ internal teams, clients to fully understand campaign objectives, process, maintain, develop relationships w/media vendors regarding existing plans, new opps, analyze analytics to optimize plans, resp for coaching, guidance, inspirational leadership, performance mgmt of assistant communications planner. Req 2 yrs exp in print, broadcast, digital planning, excel communication skills, manage client reports, excel managing budgets, understanding of strategy development, know MS Word, Excel, PowerPoint, pref automotive, sports exp. http://saatchila.theresumator.com/apply/0lcJug/Media-Planner

JUNIOR TECHNICAL GRANT WRITER. University of Southern California, Los Angeles, CA. Assist in orgz, production of grant proposals/apps, work w/ technical grant writer, gather documentation incl annual reports, detailed budgets for inclusion in proposals, assist in preparing, editing articles, proposals, journals, manuscripts, other technical documents, coordinate production of same, produce reports, correspondence, arrange meetings, seminars, symposia, addl events rel to project efforts. Req HS grad, 1 yr exp, know data collection procedures, some exp w/ proposal prep, production of technical documents, pref BA/BS biology. 2 yrs exp. Req ID: 1003478. https://jobs.usc.edu/postings/46637

DEVELOPMENT ASSOCIATE. Reading Partners, Milpitas, CA. Support achievement of regional fundraising goal in close partnership w/ local development team by driving development operations, assist w/ prospecting, research, grant writing, event support, manage small portfolio of relationships. Req BA/BS, 1 yr exp in development/rel role, excel communication, writing skills, high degree of comfort w/ Salesforce or other fundraising database, pref exp in education or literacy. http://www.jobscore.com/jobs?2/readingpartners/development-associate-silicon-valley" +cEpoxW3Jr5k3xGiA/GIR

SPORTS REPORTER. EO Media Group, Pendleton, OR. Print, online coverage of high school, college, community sports, outdoor activities, design pages for print, work w/ web, some editing. Req excel writing skills, print design skills. $25K-$30K. https://www.journalismjobs.com/job-listings/1621452

COURSE WRITER. Workplace Answers, Austin, TX. Research, write, edit, develop, customize e-learning courseware for adult users, work w/ internal, external clients, subject matter experts, proof, edit, check quality of e-learning courseware, create course plans, demo scripts, video scenarios for new e-learning courses, write, edit courseware, create mkgt materials to support product launches. Req BA/BS or 3 yrs exp as writer/editor/proof, strong time mgmt, project mgnt skills, ability to create courseware for adult, lay audience, attention to detail. http://www.workplaceanswers.com/course-writer/

LANGUAGE ARTS CONTENT EDITOR/PROOFREADER. IXL Learning, San Mateo, CA. Work from home. Ensure overall quality, consistency of language arts content, review content for completeness, accuracy, verify details, review content for grade-level appropriateness, copy edit to improve formatting, style, correct errors in spelling grammar, punctuation, provide content writers w/ general, specific feedback. Req BA/BS, expertise in ELA content development w/ editorial focus, know Eng grammar, excel writing, editing, communication skills, know Chicago style, understanding of K-12 students’ reading, knowledge levels. http://www.ixl.com/company/jobs?hd=1&jvi=otvPxfwU&job&jvs

GROWTH MARKETER. IXL Learning, San Mateo, CA. Eat, breathe live data, work on ad accounts, maintain, monitor spend, conversations, other metrics, brainstorm, implement new campaigns to drive engagement, acquire customers profitably, increase traffic, engagement via SEO, ASO. Req BA/BS, critical thinking, research, problem-solving skills, ability to prioritize tasks, pref 2 yrs exp w/ data, mkgt or SEM. https://www.ixl.com/company/jobs?jvi=0cr0fwr&jvs


COPYWRITER. Mullen Lowe U.S., San Francisco, CA. Develop ideas, experiences, execute them across all channels. Req BA/BS, 1+ yr exp as copywriter working in agency environment, portfolio, conceptual, collaborative, creative skills. http://www.mullenloweus.com/jobs/1440/

INTEGRATED COPYWRITER. Trailer Park, Hollywood, CA. FT. Create, communicate concept, implement mkgt strategies, develop interactive solutions, report to creative director, provide new ways to approach problems, solutions using existing technology, develop concepts, communicate ideas. Req 2 yrs exp in broadcast, digital creative, know current, emerging trends, know digital, social media, traditional platforms, strong conceptual, communication skills, portfolio, pref BA/BS. Some travel, http://chj.the.taleo.net/chj04/ats/careers/ requisition.jsp?org=TRAILERPARK&kcs=1&rid=327

MULTIMEDIA JOURNALIST. Morris Communications Company, LLC, Lubbock, TX. Cover breaking news, edit photos, photo assignments, slide shows, videos w/ emphasis on getting content online content, take lead or help w/ video “shows,” resp for company photo eq. Req BA/BS photojournalism/multimedia journalism/journalism, orgz, planning, multitasking, photo composition, processing skills, pref exp on daily newspaper. http://www.morris.com/jobs/multimedia-journalist-lubbock-avalanche-journal-lubbock-texas

SOCIAL MEDIA JOURNALIST. McMurry/TMG, Phoenix, AZ. Partner w/ audience development team to develop, execute strategies, tactics to grow digital audience reach, conversion, create content assets, articles, slideshow, galleries, interactive quizzes, data visualizations, social content, videos, create, coordinate campaigns, PR outreach, establish/manage relationships w/ bloggers, journalists, industry influencers. Req understanding of consumer text, smart home technology, excel writing, communication skills, excel creating online, designed-to-be-shared videos, passion for media, technology, communications, know SEO, social platforms, influencer outreach, email. https://www.pcrcruiter.net/pcrbin/reg5.exe?db=gElxsdldmIFc17nZX04s&id=175423351232281&src

Multi-Regional/International/Freelance

FACT CHECKER. SNL Financial, Ahmedabad, India. Fact check content, verify facts in articles based on internal, external source material, understand principles, terminology, concepts rel to industry coverage area, collaborate w/ reporters, editors, copy editors. Req BA/BS w/ liberal arts background, strong Eng speaking skills, excel planning, orgz skills, attention to detail, ability to work night shift, pref 0-2 yrs exp working at newspaper or in journalism field, journalism/Eng/rel courses. http://snl.mrdirect.com/employment/job-opening.php?req=2438944&j&job

SOCIAL MEDIA CURATOR. Spectra, remote. Work on remote team to write interesting pieces, develop effective strategies to maximize engagement, arrange contests, promotions, interact via social media w/ brands, arrange, participate in live broadcasts. Req 1 yr exp, professional demeanor, friendly attitude, writing skills, know social media tools incl Hootsuite, Google Hangouts, statigram, analytics. http://www.indeed.com/cmp/spectra/jobs/Social-Media-Curator-789a1f6c8ca3376

DEPUTY EDITOR, PENSIONS EXPERT. The Financial Times, London, United Kingdom. Write news analysis, case studies, features, source stories on how UK pension schemes are tackling latest challenges to providing suitable retirement income for their members, submit videos, feature articles, blogs, coordinate comment pieces, feature content. Req relevant journalism qualification or exp, excel writing ability, to source exclusive stories, ability to build contacts w/ UK pension schemes, industry figures, pref video presentation, shorthand skills. http://pearson-publishingeditorial.jobs/london-sbr/deputy-editor-pensions-expert/FC24399E0A74CA2B535B804E5110F26/job/
CALL FOR SUBMISSIONS. Random Access Theatre Company, freelance. Seeking scripts for consideration for 2015-2016 reading series. 3 scripts accepted on rolling basis. Special interest in theatre that imagines, reclaims work, themes of past as way to engage in modern issues; traditional, non-traditional plays, musicals, plays w/ music, movement are welcome. http://randomaccesstheatre.com/

GROWTH LEAD-POPJAM MARKETING. Mind Candy, London, United Kingdom. Assist w/ mktg, growth strategy for PopJam, consider all media, growth opps, execute campaigns that you can effectively measure, report back on regularly to rest of biz. Req understanding of integrated digital, e-commerce based mktg campaigns, using UX/UI, SEO, PPC, email, exp working across multiple routes to market/channels, exp managing campaigns cross functionally, exp running, measuring digital activity, exp w/ media planning, metrics that drive campaigns, excel communication skills. http://mindcandy.com/careers/open-roles?jv=ox7NZIwa.Job

CALL FOR SUBMISSIONS. Cawing Crow Press, freelance. Seeking submissions of fiction, nonfiction, poetry manuscripts for evaluation. 70% royalties paid on profits. www.cawingcrowpress.com

CALL FOR NOVELS. Fig Tree Books, freelance. Seeking literary, mainstream novels that speak specifically to American Jewish exp. All novels will be available in print, e-format. Agents, established authors, emerging writers w/ no prior publishing credits welcome. www.figreebooks.net


CALL FOR SUBMISSIONS. Lefora Publishing, freelance. Seeking submissions of fiction, poetry, memoir, creative nonfiction for fall 2015 publication. MS must be complete when submitted. Reading period ends 06/30/15. www.leforapublishing.com

Good luck! Next email issue: July 17, 2015

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