



## Associate Editor

Reporting to the Managing Editor, the Associate Editor is a member of the Editorial Board and is responsible for the development of assignments and story ideas and generating relevant content for print and online publishing. Other responsibilities include:

- Develop story or content ideas in collaboration with Research & Assistant Editors, considering reader or audience appeal (print and online)
- Meet frequently with Managing Editor to give status updates on articles, previous decisions or action items
- Liaise with Copy Editors to prepare the final articles for layout and reviewing the page proofs of the layout before submission to Managing Editor

### Qualifications

- At least 1 year College/University education
- Exceptional writing, editing and communication skills
- Organized with the ability to work in a fast paced work environment
- Experience using Word and with desktop publishing