



## Research & Assistant Editor

Reporting to the Managing Editor, the Research & Assistant Editor is a member of the Editorial Board and is responsible for the coordinating all facets of an article in collaboration with the associate editor. Other responsibilities include:

- Work with Associate Editors to develop and coordinate stories, illustrations, photography, etc.
- Verify facts, dates, and statistics, using standard reference sources
- Responding to all Black Ink Magazine and blackinkmagazine.com email correspondence and forwarding correspondence as needed
- Assisting other staff members as needed

### 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