Job Title: Editor, Associate

JOB SUMMARY

The Associate Editor is responsible for developing materials for external and internal communications, Quick Start training projects, and interfacing with client companies and external individuals as needed.

MAJOR DUTIES

Research and write content for various Quick Start/TCSG publications;
Maintains and monitors storage and distribution of Quick Start/TCSG’s current library of marketing materials;
Copyedits and proofreads Quick Start/TCSG material as needed;
Proactively contributes ideas and innovations for Quick Start’s communications needs;
Collaborates with other internal Quick Start/TCSG production teams to arrange, schedule, execute and collect content (multiple media) for use in Quick Start marketing materials, newsletter, website, etc.;
Performs various operational tasks to support the daily functions of the Communications Department;
Develops stories and contributes content input for Quick Start/TCSG publications;
 Conducts research and analyzes materials found in libraries and online, in order to provide supporting documents for developing content for Quick Start/TCSG publications;
Provides ideas and input for creatively exploring content development for Quick Start/TCSG publications;
Assists in managing production and distribution of printed materials generated by Communications Department;
Interviews subjects for feature stories;
Develops and maintains an awareness of the field of workforce development and technical education in order to analyze issue and suggests projects and activities that will enhance and further the goals of Quick Start/TCSG;
Assists in responding to requests for public information in a courteous and professional manner;
Responds to phone calls and other inquiries for departmental information or assistance, determining which should be given priority attention by the Director;
Conducts research and analyzes materials that may be needed to generate reports, tracks activities and responds to internal and external requests for information;
Perform tasks and duties involved in close-out of Quick Start projects.

COMPETENCIES

Knowledge of public relations theories and practices
Knowledge of English grammar use, research techniques, and composition
Oral and written communication skills
Editing skills
Skill in the operation of computers and job related software programs
Ability to organize and present a variety of informational and promotional materials
Ability to serve as a contact for both the public and media

MINIMUM QUALIFICATIONS

Bachelor's Degree in English, Journalism, Communications or a related field  *and* Three (3) years of experience in print publishing

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.