



CURRENT JOBS IN WRITING, EDITING & COMMUNICATIONS

The National Employment Bulletin for the Communication Professions
October 2009

P.O. Box 3494, Falls Church, VA 22043
(703) 506-4400, FAX: (888) 870-3069

www.graduatejobs.com
e-mail: admin@graduatejobs.com

Copyright 2009© by Foster Opportunities, Inc., all rights reserved. **CURRENT JOBS IN WRITING, EDITING & COMMUNICATIONS** is published the third Friday of each month. Subscription rate is \$49.50 for twelve issues. Neither the lister nor the publisher will be responsible for misinformation, misprints, typographical errors, etc., herein contained.

The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months.

East/Northeast

TECHNICAL WRITER. Write user guides, online help topics to engage educators, work w/ online learning, help development tools to create materials, format/edit InDesign, Word documents, PowerPoint presentations, RoboHelp projects, Wiki pages, create/edit graphics, manage projects' lifecycle, generate help builds, pdfs. Req BA/BS computer science/telecom/journalism/communications/Eng, 1 yr exp developing technical, end-user documentation, know RoboHelp, Adobe, MS Office, excel orgz skills. Apply online to Wireless Generation, Brooklyn, NY, <https://www.cytiva.com/wgen/details.asp?wgen1272>.

MARKETING AND COMMUNICATIONS MANAGER. Assist in development of product strategy, brand mgmt, lifecycle mgmt of product line, establish communications plan, ensure sales dept executes tactical plan. Email resume/ltr/samples/sal reqs to BOMI International, Annapolis, MD, jobs@bomi.org; fax 410-974-0544.

TELEVISION WRITER. Write scripts for financial, biz newscasts, build info charts, graphs, visual elements to support scripts. Req BA/BS, 2 yrs exp writing for TV newscasts, ability to build charts, graphs, understand economics, markets, technical analysis, pref exp writing for financial newscasts. Apply online to Bloomberg News, New York, NY, <http://careers.bloomberg.com/hire/jobs/job24079.html>.

JUNIOR PROPOSAL WRITER. Coordinate RFP response process, coordinate w/ brokers, corporate depts. To gather info for proposals, answer RFP questions thru original writing, use of pre-formulated response, create/edit material to be used for mktg activities, presentations, update proposal log to record ongoing activity, update company intranet. Req 1 yr exp in corporate writing position, know MS Office, Acrobat, pref BA/BS biz/economics/real estate, exp working in commercial real estate. Email resume/ltr/2 nonfiction writing samples to Newmark Knight Frank, New York, NY, resumeshr@newmarkkf.com (subj: Junior Writer).

PROPOSAL WRITER. Prepare customized proposals, response to formal RFPs, presentations, provide quality assurance on formatting, content, assist in development of new solutions, proposal ideas, manage production, distribution of documents, maintain proposal tracking database, develop sales presentations. Req BA/BS biz communications/communication/Eng, 2-3 yrs biz/technical writing exp, know grammar, formatting issues, strong orgz, communication, MS Office skills, pref exp in proposal writing, development. Apply online to Aerotek, Hanover, MD, http://www.careerrookie.com/CC/JobSeeker/Jobs/JobDetail.aspx?IPath=ILKCV&ff=21&APath=2.31.0.0.0&job_did=J3G3F6604BVBH71K P.

TECHNICAL WRITER. Work w/ engineering to generate, update technical reports, generate final deliverables, work w/ clients, order supplies, assist in invoice generation, revenue reconciliation, accounts payable, purchase order requests. Req HS grad, 2 yrs admin exp, excel time mgmt, orgz, customer service, communication, computer skills, know MS Office, Adobe. Email resume/ltr/sal req to Intertek, Totowa, NJ, hrjobs@intertek.com (subj: Job Code 09-189 Technical Writer).

JOURNALISM INTERN. Begin 06/07/10. Contribute to production of autumn/winter 2010 issues of quarterly magz, research stories, write/edit short pieces, participate in editorial meetings, work on MACs, in Quark for editing, design, assist proofers, copyeditors. Req 2 yrs college journalism courses, exp writing or editing for newspaper, magz, website, yearbook, know MS Office, excel communication, writing, orgz, proofing skills. \$10/hour. Apply online w/ resume/ltr as one document + 3 refs to The Nature Conservancy, Washington, DC, http://careers.nature.org/psp/P89HTNC_APP/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL. App ddl 11/13/09.

WEB CONTENT EDITOR. Manage, update, maintain interest sites using content mgmt system, perform project tasks incl content gathering, formatting, testing, compliance mgmt, obtain content approval as reqd implement new content initiatives, assist w/ site redesigns, manage multiple website content projects. Req BA/BS communications/computer science/info design/biz/rel, 2 yrs exp in content mgmt rel to web publishing, excel Eng language, computer skills, know html. Apply online to AECOM, New York, NY, <http://www.aecominterdev.com/Careers/brassing.html>.

ASSISTANT ACQUISITION/DEVELOPMENT EDITOR, OUTDOOR RECREATION. Manage authors/writers/revisers of assigned titles, ensure manuscripts, maps conform to series, production guidelines, evaluate manuscripts, maps for comprehensiveness, balance, accuracy, format, style manuscripts, line edit, rewrite copy, resolve book-rel queries, conduct photo research, review page proofs, enter info into title mgmt software system. Req strong editing, rewriting, map proofing, orgz, communication skills, know Excel, Word, GPS devices, digital mapping applications. Apply online to Globe Pequot Press, Guilford, CT, <http://gpp.iapplicants.com/ViewJob-38249.html>. App ddl 12/07/09.

EMAIL MARKETING COORDINATOR. Coordinate email mktg communications campaign, write creative briefs for mktg emails, ensure correct data, content exchange, verify tracking analytics tags, proper reporting. Req excel Excel, Word, PowerPoint, writing, time mgmt skills, know html, email, e-commerce skills, pref BA/BS biz admin, 2-3 yrs coordinator, direct mktg exp. Email resume/ltr to Gilt Groupe, New York, NY, careers@gilt.com.

ASSISTANT ACQUISITION/DEVELOPMENT EDITOR, TRAVEL. Evaluate manuscripts, maps for comprehensiveness, balance, accuracy, readability, format, style manuscripts, live edit/rewrite copy, manage authors/writers/revisers of assigned titles, resolve book-rel queries, assist w/ updating website, conduct photo research, research tourism/travel news, developments, review page proofs. Req strong editing, rewriting, map-proofing, communication, orgz skills, know Excel, Word, pref web mgmt, blogging, html knowledge. Apply online to Globe Pequot Press, Guilford, CT, <http://gpp.iapplicants.com/ViewJob-38247.html>. App ddl 12/07/09.

ASSISTANT TO PUBLISHER. Assist w/ budget, budget monitoring, reporting, personnel matters, monthly analysis, handle correspondence, event planning. Req BA/BS, excel computer, orgz, grammar, writing, customer service skills. Resume/ltr/sal req/source of ad to Human Resources Representative, Oxford University Press, 198 Madison Avenue, New York, NY 10016; email hny.us@oup.com. No phone calls.

EDITORIAL RESEARCHER. Research investment profiles, strategies of US institutional investors, interview senior execs at large institutions, input info into internal contacts database, produce broader editorial content for monthly, quarterly analysis of industry trends. Req investigative writing, orgz, analytical, interviewing skills. Email resume/ltr to Mandate Wire, New York, NY, careers.mandatewire@ft.com.

SPORTS REPORTER. Cover HS sports, Can-Am League baseball team. Req BA/BS Eng/journalism, passion for sports, writing skills, pref copy editing, page design, Quark skills. Resume/ltr/clips to Jim Dente, Sports Editor, New Jersey Herald, PO Box 10, 2 Spring Street, Newton, NJ 07860; email jdente@njherald.com.

EMPLOYEE COMMUNICATIONS MANAGER. Write daily agency news messages using various media, identify channels for messages, leverage existing/new channels to develop internal communications program, promote awareness, events for agency initiatives. Req 1-2 yrs exp, excel communication, writing, social networking skills, pref BA/BS communications/journalism, journalism background. Apply online to Cline Davis & Mann, New York, NY, <http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=CLINEDAVIS&cws=1&rid=1586>.

COPYWRITER. Write copy for healthcare advertising agency. Req BA/BS, strong writing background, exp w/ science/medicine, creative skills. Apply online to Cline Davis & Mann, New York, NY, <http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=CLINEDAVIS&cws=1&rid=1582>.

NEWS WRITER/DESK ASSISTANT. Write voiceovers, sots, package scripts, web stories, run assignment desk, book satellite shots, orgz live shot rundown, produce story rundown, updates for stations. Req BA/BS broadcasting/rel, 2 yrs exp working in local TV newsroom, communication, orgz skills, ability to coordinate live shots, handle breaking news, pref nonlinear editing exp. Resume/ltr to Heidi Wiedenbauer, Bureau Chief, Cox Washington News Bureau, 400 N. Capitol Street NW, #750, Washington, DC 20001. No phone calls. App ddl 10/29/09.

PUBLIC AFFAIRS SPECIALIST. Respond to internal communication requests, coordinate logistics of exec webcasts, internal employee townhall meetings, produce daily, weekly press clipping reports, maintain/update PR databases, news bureaus, monitor care rental, travel industry trends, assist in content production of online newsletters, manage trade media inquiries, write press releases, coordinate approval, distribution, assist w/ social media projects. Req BA/BS communications/rel, 1-3 yrs PR/communications exp, writing, communication skills, exp w/ online newsletter production, pref PR agency exp. Apply online to Hertz, Park Ridge, NJ, <https://jobs.hertz.icims.com/jobs/9901/job>.

PROPOSAL WRITER. PT. Compile, edit proposal text, write, update bios/resumes for key personnel, coordinate final production, ensure adherence to all proposal reqs, edit all responses for consistency, grammar, conduct market research as needed. Req 1-3 yrs exp in biz development/biz admin/mktg/proposal development/rel, strong mgmt, project mgmt, presentation, interpersonal, leadership skills, know MS Word, Excel, PowerPoint. Apply online to HR, Anew, Columbia, MD, <http://www.editorjobs.com/jobs/proposal-writer-high-growth-organization-columbia-md-21446060-job.html>.

MANAGER, COMMUNICATIONS. Deliver on communications plans for individual biz-to-biz divisions esp sales/distribution, content/production, build strong relationships w/ trade, consumer/specialist press in US, South America, construct, distribute press releases, pitch, report for biz, oversee key press databases, orgz press conferences, events, awards, campaigns. Req excel communication, event/talent mgmt, writing skills, exp in handling sensitive/controversial issues, pref know Spanish, Portuguese, US media landscape. Apply online w/ resume/ltr to BBC America, New York, NY, www.bbcamerica.com/employment.jsp.

JUNIOR WRITER. Draft, edit, proof copy for blogs, emails, site content, daily online sales, rewrite archived web content, identify grammar, spelling, factual errors in published materials monitor/review Facebook fan page, blog comments. Req BA/BS, 1-2 yrs professional editing, proofing exp, exp in fashion, publishing, advertising, know AP style, pref Eng/journalism/creative nonfiction writing. Email resume/ltr to Gilt Groupe, Brooklyn Navy Yard, NY, careers@gilt.com.

NEW MEDIA COORDINATOR. Develop, deploy emktg sales campaigns incl list mgmt, scheduling, brainstorming incentives, creative strategies for attracting new online market segments, manage website, website content, assist w/ implementing website upgrades, deploy ecommunications emails, coordinate creation of audio, video podcasts w/ visiting artists, monitor Google Analytics to evaluate website. Req BA/BS mktg/communication/media/rel, excel communication, orgz skills, know MS Office, video/audio editing software, html, exp w/ ticketing software, know opera, music, performing arts. Resume/ltr to Washington National Opera, 2600 Virginia Avenue NW, Washington, DC 20037; email resumes@dc-opera.org.

ASSISTANT EDITOR. Assist w/ manuscript prep by ensuring accuracy, readability in accordance w/ project specs, identify problem areas in manuscript, recommend solutions to editorial team, research, review, edit, recommend content to be incorporated into assigned project, create photo, art specs, meet schedules. Req BA/BS, strong orgz, communication, time mgmt, MS Office skills, pref editorial exp, elementary classroom teaching exp. Apply online to The McGraw-Hill Companies, New York, NY, <https://mh.taleo.net/careersection/3/jobdetail.ftl?lang=en&job=344273&src=JB-11420>.

EDITORIAL ASSISTANT. PT. Admin, editorial support, assist w/ development editing, send reviewed manuscripts to authors, track return, run cost/sales projections for price-setting, obtain cost estimates for new project proposals, oversee prep of authors, contributors, photographers agreement. Req excel orgz, project mgmt, communication, PC skills, pref culinary background/interest. Apply online to John Wiley & Sons, Inc, Hoboken, NJ, <http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=WILEY&cws=1&rid=1229>.

EDITORIAL ASSISTANT. Assist editor of biz-oriented website, manage calendar, meetings, appts, travel arrangements, admin duties, conduct research, orgz findings, fact-checking, some writing. Req excel orgz, project mgmt, editing, proofing, interpersonal skills. Apply online to The Atlantic, Washington, DC, www.atlanticmediacompany.com.

COMMUNICATIONS SPECIALIST/ASSOCIATE EDITOR. Contribute content to bank's intranet, write, edit, publish brief articles, contribute to staff magz, develop article concepts, write stories, update intranet, maintain/refresh plasma screens, advise depts how to communicate their events, programs. Req excel writing, communication, editorial, networking, interpersonal, orgz skills, know html, Dreamweaver, financial services. Apply online to The Federal Reserve Bank of New York, New York, NY, http://careers.peopleclick.com/careerscp/client_frby/external/gateway.do?functionName=viewFromLink&jobPostId=6497&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE.

EDITOR. Run local news site, report, write, edit, assign stories, take photos, video, maintain events calendar, database of local biz listings, work w/ community figures. Req BA/BS journalism, recent community journalism exp, supervisory, budget skills, exp in online journalism, exp editing video, know AP style, vehicle. Apply online to Patch.com, Parsippany, NJ, https://careers.timewarner.com/EN/asp/tg/cim_jobdetail.asp?sec=1&par_tnerid=391&siteid=36&jobId=507735&type=search&JobReqLang=1&recordstart=1&JobSiteId=36&JobSiteInfo=507735_36&GQId=0%3Eherc%3C/a%3E&codes=NIND.

COMMUNICATIONS SPECIALIST. Develop, maintain communication plans, strategies w/ groups, college constituents, local/regional media, manage editorial services, graphic design needs of publications, direct mktg materials, social media initiatives, manage promotional, community affairs activities, write, distribute press releases, assist w/ accreditation. Req BA/BS, 2 yrs exp in mktg, advertising, PR, excel communication, project mgmt, computer skills, pref higher education exp. Resume/ltr/3 professional refs to Towson University, Human Resources, 8000 York Road, Towson, MD 21252; fax 410-704-2891, Attn: Communications Specialist-Vacancy #E-100254-09.

COMMUNICATIONS ASSISTANT. Book staff, agency, talent, spokesperson travel for media tours, rel trips, create media tour itineraries for spokespeople, assist w/ tape duplication, maintain tape library, track, process invoices, maintain media database, assist w/ press mailings, work on press clip reports. Req AA/AS or BA/BS, strong communication, math skills, know Excel, Outlook, PowerPoint, Word, pref 1 yr exp in PR, TV, video. Apply online to Fox Cable Networks, Washington, DC, <http://fox.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=17472&sid=372>.

PROGRAM ASSISTANT, COMMUNICATIONS. Conduct media outreach, write press materials, make pitch calls, field media calls, track media coverage, post content on website, social networking sites, respond to public info requests, assist in production, distribution of publications, manage official blog, admin duties. Req BA/BS, Word, Outlook, Excel, PowerPoint, editorial, proofing, communication, orgz skills, pref exp w/ blogging platforms, Convio, web statistics pkgs, content mgmt systems, databases, html. Email resume/ltr/sal req/writing sample/3 supervisory refs to National Women's Law Center, Washington, DC, humanresources@nwlc.org (subj: Program Assistant). App ddl 10/31/09. (From 09/18/09 issue)

South/Southeast

EDUCATION DESK ASSISTANT. 6-month internship-type position. Help produce website for students, teachers, write news for 10th grade audience, using Dreamweaver to produce stories for HS students, lesson plans for teachers, update story archives, process photos, write captions in Photoshop, assist editorial, production staff w/ special projects. Req editorial skills, interest in online journalism, pref web production skills. Email resume/ltr to The Online NewsHour, MacNeil Lehrer Productions, Arlington, VA, lclapman@newshour.org; fax 703-824-6592.

ASSISTANT PHOTOGRAPHER. Assist w/ shooting in digital footwear photo studio, manage, orgz, clean, prep footwear samples for photography, contribute, maintain, update style guides, set up lights, general studio duties. Req 1-3 yrs exp as asst or asst photographer in digital studio, eye for visual composition, know Photoshop, Leaf Capture, Phase One, Excel, PowerPoint, Word, Outlook, pref AA/AS or BA/BS photography/rel, know UNIX or sol. Apply online to Amazon.com, Hebron, KY, http://www.amazon.com/Search-Jobs-Careers/b/ref=amb_link_6001432_1?ie=UTF8&node=239362011&pf_rd_m=ATVPDKIKX0DER&pf_rd_s=center-2&pf_rd_r=0E4G2V4FS1FB259A870Y&pf_rd_t=101&pf_rd_p=434481001&pf_rd_i=203348011.

TECHNICAL WRITER. Develop, write, edit material for reports, manuals, briefs, proposals, instruction manuals, catalogs, review mfr's, trade catalogs, drawings, determine installation, operating procedures, conduct site survey to observe production, developmental, experimental activities, edit materials, ensure document format, performance, testing reqs meet contract specs. Req BA/BS + 1 yr exp, AA/AS + 2 yrs exp, HS grad + 4 yrs exp, excel communication skills, exp w/ MS Office, pref exp w/ teams using Arbortext Epic. Apply online to AE Systems, Warner Robins, GA, https://baesystems.hodesiq.com/job_detail.asp?JobID=1687604.

ASSOCIATE TECHNICAL WRITER. Observe lab activities to determine procedures, details, interview technical personnel, read journals, reports, review catalogs, drawings, study blueprints, computer generated sketches, to integrate, delineate technology, operating procedures, sequences. Req BA/BS journalism/communication/media/rel, 2 yrs exp writing, editing pamphlets, manuscripts, military or govt publications, ability to obtain secret level security clearance. Apply online to ManTech International Corp, Tidewater, VA, [http://www.mantech.com/careers/searchframe2.asp?="](http://www.mantech.com/careers/searchframe2.asp?=).

COPY EDITOR. Tues-Thurs days, Fri/Sat nights. Req strong editing, design, head writing, pagination skills. Email resume/ltr to Andy Dennis, AME, The Bowling Green Daily News, adennis@bgdailynews.com. App ddl 10/26/09.

GENERAL ASSIGNMENT REPORTER. Req now AP style. Email resume/ltr/clips to Kersh E. Hall, Associate Editor, The Pine Bluff Commercial, Pine Bluff, AR, khall@pbcommercial.com. App ddl 10/26/09.

SPORT REPORTER. Focus on 4 area HS, semi-pro football team, dirt-track racing, adult/youth rec leagues, Little League, softball, outdoor recreation. Pref sports reporting exp. Email resume/ltr/clips to Steve Welker, Morganton News Herald, Morganton, NC, swelder@morganton.com. App ddl 10/26/09.

REPORTER. Cover govt meetings, features, edit copy. Pref InDesign background, page design skills. Resume/ltr/clips to Billy Liggett, Editor, Sanford Herald, Box 100, Sanford, NC 27331-0100; email bliggett@sanfordeherald.com. No phone calls. App ddl 10/26/09.

SPORTS WRITER/PAGINATOR. Write, design pages, schedule/plan coverage, shoot pictures. Req passion for community journalism, small-town sports coverage. Email resume/ltr to The Times, Winder, GA, Debbie@barrowcountynews.com.

DESK ASSISTANTS. 6-month positions. Learn all aspects of producing nightly TV news program. Pos incl broadcast, logging, wires, research, setup unit, beat desk assts. Req BA/BS, writing, research skills, interest in journalism, TV production, phone, admin skills. www.pbs.org/newshour/aboutus/openings/da_broadcast.html. Resume/ltr/app to Lauren Knapp, Desk Assistant Coordinator, The NewsHour with Jim Lehrer, 3620 S. 27th Street, Arlington, VA 22206; email lknappp@newshour.org. App ddl 10/30/09 for 01/10-07/10 pos; 04/30/10 for 07/10-01/11 pos.

ONLINE DESK ASSISTANT. Assist w/ daily production of website, orgz, distribute show transcripts, view mail, encode transcripts into html, update website indexes, digitize audio, assist editorial, production staff w/ special projects. Req computer skills, pref web production skills. Email resume/ltr to The Online NewsHour, MacNeil Lehrer Productions, Arlington, VA, lclapman@newshour.org; fax 703-820-6266.

EDITOR. Assist in uploading editorial content on website, layout weekly biz pages, general assignment writing, cover breaking news, contribute to quarterly magz. Req BA/BS, writing skills, pref exp, know Quark, NewsEditPro. Resume/ltr/rel materials to Dominick Cross, Delta Democrat Times, 988 N. Broadway, Greenville, MS 38701; dominickcross@dttonline.com.

COMMUNICATIONS INTERNS. Spring internship, 03/10-05/10; summer internship 05/10-09/10. Post-round results, news releases, prepare tourney's printed materials, tourney photography, distribute results to local/natl media, update website, media/PR, general tourney set-up, prep, monitor eqt inventory, maintenance, public speaking. Req min age 20, excel communication, public speaking, PR, news writing, editing skills, know MS Office, basic golf rules, pref exp in sports info, media relations or newspaper writing, know InDesign, photography exp. Extensive US travel. Apply online to American Junior Golf Association, Atlanta, GA, www.ajga.org/internships.

COPY EDITOR. PT. Build pages, edit copy. Req BA/BS, strong Eng headline writing skills, know InDesign, Quark, Photoshop, InCopy, MS Office, libel/privacy laws, pref 2-3 yrs exp at small daily, college newspaper. App avail at <http://jobs.mediageneral.com>. Resume/ltr/app/samples to Brian Reese, Copy Desk Chief, Bristol Herald Courier, PO Box 609, Bristol, VA 24202; email breese@bristolnews.com.

PAGINATOR. PT. Create complete pages, release editorial content for printing. Req know PC, Windows, MS Office, Photoshop, InDesign, research skills, pref 1 yr exp, exp in CCI NewsGate, NewsDesk. Apply online to Donna Scherlacher, Highlands Today, Sebring, FL, dscherlacher@highlandstoday.com; fax 863-386-5860.

VIDEO EDITOR. PT. Work on weekend newscasts. Pref BA/BS, nonlinear editing, computer skills, 2-3 yrs exp editing in medium market newsroom. Resume/ltr to WNCN-TV, Attn: Human Resources, 1205 Front Street, Raleigh, NC 27609; email hr@wncn.com or apply online at www.mediageneral.com.

PHOTO EDITOR. Work w/ photographers, assigning stories, arrange travel, handle contracts, oversee prompt payments, work w/ stock agencies researching, evaluating, purchasing images, negotiating rates, oversee photo budget, work w/ talent agencies to recruit/hire crew. Req 2 yrs professional newspaper/magz exp, know MS Office, Adobe, Photo Mechanic, orgz, communication skills. Apply online to Bonnier Corporation, Orlando, FL, <http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=WORLD PUB&cs=1&rid=838>.

INTERN. 12-week position, begin 2010. Write clip descriptions, edit loglines, read/summarize Forums comments, write show descriptions, character bios, proof site elements, contribute titles for new games. Req strong academic record, completion of sophomore yr in college prior to start of internship, courses in journalism, creative writing, Eng, advertising, communications, excel spelling, grammar skills, pref know website design, functionality, interest in Cartoon Network, animation, TV, comics, pop culture. Writing test reqd. Unpaid position; college credit possible. Apply online to Turner Broadcasting, Atlanta, GA, https://careers.timewarner.com/EN/asp/tg/cim_jobdetail.asp?sec=1&par tnerid=391&siteid=36&jobId=509237&type=search&JobReqLang=1&recordstart=1&JobSiteId=36&JobSiteInfo=509237_36&GQId=0%3Eher e%3C/a%3E&codes=NIND. App ddl 12/11/09 for spring position.

ENVIRONMENTAL COMMUNICATIONS SPECIALIST. Support partnership program, staff Helpline, data entry, writing. Req BA/BS environmental science or policy, 0-2 yrs exp, eye for detail, excel writing, orgz, problem-solving skills. Resume/ltr/2 writing samples to ERG, Arlington, VA, resumes-arl@erg.com (subj: ARLDB1002092A11). No phone calls.

COMMUNICATIONS MANAGER. Plan, execute communications strategy for site, establish social media strategy, research topics for media reports, assist w/ employee rewards, recognition by administering awards, design, create content for newsletters, websites, coordinate employee activities. Req BA/BS, 2-4 yrs exp in communications, multimedia role, know social mediums, research, communication, planning skills, exp planning events. Apply online to Hewlett Packard, Conway, AR, <https://hp.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=1711433&src=JB-12042>.

MEDIA RELATIONS MANAGER. Develop integrated media relations plans to support goals of biz, develop, write, produce communication elements, press releases, key messages, videos, develop content for, assist w/ mgmt of public affairs section of website, monitor issues affecting biz. Req BA/BS Eng/journalism/communications, know communications field, exp creating documents, know video production, still photography, social media concepts, tools, outlets, AP style, strong networking, communication, writing skills, on-camera abilities, pref MA/MS, bilingual skills. Apply online to Disney Cruise Line, Lake Buena Vista, FL, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=209262.

TECHNICAL WRITER. Develop technical documents, user guides, training materials, technical documentation requested by project manager, coordinate multiple party inputs to form single document, proof document submissions by technical staff/mgmt. Req 3 yrs exp w/ MS Office Tools, 3 yrs technical documentation exp, 1 yr SharePoint exp, ability to obtain secret security clearance, US citizen. Apply online to Buchanan & Edwards, Arlington, VA, <http://www.hirebridge.com/jobseeker2/viewdetail.asp?joblistid=87771>.

TECH EDITOR/WRITER. Assist in creation, editing, quality assurance of intelligence products, format MS Word documents to consistent look according to customer specs, select, capture, edit, insert images, audio/video into textual products. Req excel Eng language, interpersonal skills, know multimedia editing software, Acrobat, MS Word, Excel, PowerPoint, internet, current active TS/SCI clearance. Apply online to Northrop Grumman, Chantilly, VA, <http://careers.northropgrumman.com/ExternalHorizonsWeb/getJobPostDetail.do?sequenceNumber=166016>.

JUNIOR DEVELOPMENTAL EDITOR. Temp position. Assist in prep of print, electronic manuscripts for publication, tracking projects from concept to launch, work w/ authors, permissions grantors, members of production, graphic design, editorial services teams. Req BA/BS, communication, orgz, project mgmt skills, ability to understand style guidelines, pref Eng lit/journalism degree, editorial exp w/ books, know accounting principles. Post resume online to American Institute of Certified Public Accountants, Durham, NC, www.aicpa.org/careers.

Midwest

WRITER/EDITOR. Assignment desk work on weekends, support news crews, answer phones, update website, possibly edit video. Req college student interested in journalism/communications, pref BA/BS, newsroom exp. Resume/ltr to John Laughrin, WLUK Fox 11, 787 Lombardi Avenue, PO Box 19011, Green Bay, WI 54307; email john.laughrin@wlu.com. App ddl 10/28/09.

EDITORIAL INTERN. Office admin, research, contribute to website, prepare house copy for magz, oppty to pitch ideas. Req excel writing, communication skills interest in magz career, pref college upperclassman or recent grad w/ journalism/Eng major. Unpaid position. Apply online w/ resume/ltr/max 2 clips to Playboy Enterprises, Chicago, IL, http://www.playboyenterprises.com/home/content.cfm?content=t_jobs&ArtTypeID=00006791-91AE-1C72-8FEA8304E50A010D&MmenuFlag=jobs&SmenuFlag=sub_job_hq_o&jobID=PLBYLL332754&locLabel=#.

COPYWRITER. Write consumer direct mail, newspaper advertising, newsletters, multifunctional interactive websites, biz-to-biz press releases, case studies, white papers. Req 2-5 yrs copywriting exp, strong strategic thinking, research, proofing skills, pref exp in healthcare, print advertising, direct mail. Apply online to CPM Marketing Group, Madison, WI, <http://www.cpm.com/careers/detail.cfm?listing=407>.

VIDEO ASSET FULFILLMENT COORDINATOR. Manage, maintain online video catalog of materials rel to video dept, log new, existing footage, review/scan, upload new/existing footage, enter standardized metadata into catalog system, maintain current versions of video projects, conduct searches for relevant existing footage for new projects. Req 2 yrs web, broadcast, cable, video production exp, exp w/ Final Cut Pro, MS, MAC, know video compression, duplication, excel communication, problem-solving skills, pref BA/BS communications/rel. Apply online to Fullhouse, Inc, Chicago, IL, <http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=FULLHOUSE&cws=1&rid=155>.

REPORTER. Write for daily newspaper, magzs, rel publications, website, addl media platforms, develop sources, enterprise stories, cover breaking news, write for web audience, use audio, video eqt to gather stories. Req writing skills, know database searching, software, passion for local stories. Apply online to Sheboygan Press, Sheboygan, WI, <http://www.jobpath.com/Jobs/Gannett/Reporter/J8F7BK687TBY3YZ1J4K>. App ddl 10/26/09.

INVESTIGATIVE REPORTER. Write stories, gather info for newspaper, website, cover local govt. Req excel storytelling, database research skills. Resume/ltr/clips to Press-Gazette, HR Department, 435 E. Walnut Street, Green Bay, WI 54301; email careers@greenbay.gannett.com. App ddl 10/26/09.

COPY EDITOR/PAGE DESIGNER. Edit copy, write headlines, design, create pages, proof, correct pages prior to publication, post/proof stories for website. Req excel computer skills, eye for detail, know football, pref Quark exp. \$13.70-\$14.43/hour. Resume/ltr/clips to Press-Gazette, HR Department, 435 E. Walnut Street, Green Bay, WI 54301; email careers@greenbay.gannett.com. App ddl 10/26/09.

PRINT/ONLINE CONTENT EDITOR. Handle online content incl video, audio, slideshows, databases, traditional copy editing, page design, deliver news/info to readers online, in print. Req strong coy editing, page design, MAC, PC, Quark, Photoshop skills, pref Illustrator, Premiere background. App avail at www.qctimes.com/workhere. Resume/ltr/samples to Quads-City Times, Online and Print Content Editor, 500 E. Third Street, Davenport, IA 52801; email jobs@qctimes.com; fax 563-383-2464. App ddl 10/26/09.

ASSOCIATE EDITOR. Write news stories, edit content for website, daily e-newsletter. Req reporting exp, strong news sense, know trade journalism, pref know digital video editing. Email resume/ltr/clips/sal req to Stacey Higgins, HotelNewsNow.com, Westlake, OH, Stacey@hotelnewsnow.com. No phone calls. App ddl 10/29/09.

REPORTER/PHOTOGRAPHER. Plan, coordinate coverage, write hard news, features, some page layout. Req excel writing, reporting skills. Resume/ltr/clips to Ray Albert, Carlyle Union Banner, Box 220, Carlyle, IL 62231. App ddl 10/20/09.

REPORTERS. 3 positions, 1 cover biz, 1 cover courts/public safety, 1 cover education. Req energy, passion, beat-building skills. Email resume/ltr/digital, print samples to Cheryl Whitsitt, Managing Editor, Springfield News-Leader, Springfield, MO, cwhitsitt@news-leader.com or apply online at www.news-leader.com. App ddl 10/26/09.

ASSISTANT SPORTS EDITOR. Oversee coverage of 13 HS, 2 small colleges, do game coverage, design sports pages. Email resume/ltr/clips to Brian Calloway, Sports Editor, Adrian Daily Telegram, Adrian, MI, brian@lencconnect.com. App ddl 10/26/09.

SPORTS COPY EDITOR/REPORTER. Enterprise sports stories, feature reports, product multimedia presentations, design pages, cover sports beat. Req design, writing skills. \$25K. Resume/ltr/clips to Larry Alter, Sports Editor, Box 609, Findlay, OH 45839. No phone calls, emails. App ddl 10/26/09.

WEB CONTENT EDITOR. Schedule, post content to state web properties, coordinate w/ depts. To assure content is updated regularly. Req orgz, writing skills, know emerging web trends, comfort w/ new media, mobile platforms, video, photos, text, pref html, CSS background. Resume/ltr to WCUI-TV, HR Department, 26 N. Halsted Street, Chicago, IL 60661. App ddl 10/28/09.

WEB CONTENT PRODUCER. Research, write, edit, post content on various platforms incl web, mobile, social networks, edit sound, pictures, produce material for use on web, over the air. Req strong writing skills, fluent in TV news, web-based info sharing. Resume/ltr/refs to Perry Boxx, News Director, WKOW-TV, 5727 Tokay Blvd, Madison, WI 53719; email jmiller@wkowtv.com. App ddl 11/02/09.

CONTENT COORDINATOR. Edit content for use on multiple platforms, edit video, write, post breaking news, weather stories. Req know Photoshop, Flash, Pro Tools, Dreamweaver, CMS, Word, MAC. Resume/ltr to KSHB-TV, HR Department, 4720 Oak Street, Kansas City, MO 64112 or apply online at <http://scripps.com/careers>. App ddl 11/02/09.

REPORTER. Cover meetings, write features, take photos, possibly cover sports. Resume/ltr to Phyllis McCrossin, Editor, Gratiot County Herald, 123 N. Main Street, Ithaca, MI 48847; email Phyllis@gcherald.com.

TECHNICAL WRITER. Create new content for technical websites, optimize existing website content using search engine-specific strategies, create press releases for distribution to digital media outlets, develop white papers, case studies, guides, articles, write content for opt-in email campaigns, strategic landing pages, pay-per-click campaigns. Req AA/AS, grammar, Eng language skills, know MS Office, Dreamweaver, html, pref BA/BS. Apply online to Fathom SEO, Valley View, OH, <http://fathomseo.theresumator.com/apply/qGbFiF/source:INDE>.

JUNIOR TECHNICAL WRITER. Collect, orgz info reqd for prep of military technical publications, research source data, prepare text, develop written material, edit material for technical manuals, participate in development, integration of art/text during publishing, provide desktop publishing support in production of technical manuals, produce CDs, pdf or tif files. Req BA/BS + 2 yrs technical writing exp or MA/MS, excel PC, MS Office skills, pref know Arbortext, EMS NG or EMS-2 IETM software. Apply online to Batton Technical, Sterling Heights, MI, http://www.michigantechologyjobs.com/34502.htm?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed.

WEB CONTENT WRITER. Write, edit user documentation for company's products, translate complex concepts into user-friendly, concise info for end user. Req exp writing, editing for consumer-oriented website, know web usability, excel communication skills, exp in writing mktg materials. Apply online to One Call Now, Cleveland, OH, <http://onecallnow.hrmdirect.com/employment/view.php?req=27410&>.

MARKETING COMMUNICATIONS SPECIALIST. Write, assist w/ prep, dissemination of news stories, PR, testimonials, support content for consortiums, member orgzs, assist w/ web design, copy, trade show, collateral, direct mail, mktg efforts. Req excel writing skills, exp in social media space, pref BA/BS mktg communications/Eng/advertising. Apply online w/ resume/ltr/links to social media spaces to One Call Now, Troy, OH, <http://www.onecallnow.com/Corporate/careers.aspx>.

CONTENT WRITER/COPYWRITER. Write content for consumer audiences for different legal websites, blogs, stay updated, report on latest developments in practice areas, research news articles, legal opinion/commentary, consumer info, contribute to development, distribution of mktg materials. Req BA/BS Eng/journalism/communications/rel, writing exp, passion for writing, pref know search engine optimization. Apply online to Total Attorneys, Chicago, IL, <http://www.jobvite.com/CompanyJobs/Careers.aspx?k=Job&c=qVX9VfWg&j=oQgeVfwZ&s>.

NIGHT ASSIGNMENT EDITOR. Work phones, set up stories for newsroom, track ongoing news stories, dispatch news crews to assignments, update website. Req orgz, writing skills, newspaper, radio, TV newsroom exp. Resume/ltr to Margie Candela, WWMT-TV, 590 W. Maple Street, Kalamazoo, MI 49008; email jmccrary@wwmt.com.

PROJECT EDITOR. Review sample materials, receive/edit manuscripts from authors, manage book schedules for editorial, tech review, author review, production processes to ensure titles meet published production schedules. Req BA/BS Eng/journalism/rel, 2 yrs publishing exp, editorial, time mgmt, project mgmt, text editing skills. Apply online to John Wiley & Sons, Inc, Indianapolis, IN, <http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=WILEY&cws=1&rid=1238>.

West/Southwest

FASHION AND STYLE JUNIOR EDITOR INTERN. PT. Attend fashion, buyer shows, build fashion/media database for publication. Req communication, computer skills, know fashion, style industry; must have laptop, cell phone, vehicle, land line. Unpaid position. Apply online to American International Media Group, Los Angeles, CA, <http://www.entertainmentcareers.net/id/?id=100863>.

COPY EDITOR/DESIGNER. Req strong news judgment, language skills, flair for design, excel time mgmt skills, pref InDesign, multimedia exp. Email resume/ltr/samples to Managing Editor Steve Byerly, Sierra Vista Herald/Bisbee Daily Review, Sierra Vista, AZ, steven.byerly@svherald.com.

SOCIAL MEDIA MANAGER. Monitor social media outlets daily, contribute to, update social sites incl Facebook, LinkedIn, MySpace, Twitter, manage social networking programs, use social media during key events. Req expertise on social media tools, network of bloggers/writers for contract hire, passion for social media, strong project mgmt, communication skills, understand biz-to-biz mktg, pref PR exp. Apply online to EMC, Pleasanton, CA, <http://www.emc.com/hr>.

FIELD REPORTER. Report for WA state operation of western US agricultural newspaper, cover breaking news, features, explanatory stories for readers who are western farmers, ranchers. Home-based position near Olympia, WA or central WA. Req news gathering, writing skills, know digital, print platforms. Local travel. Resume/ltr/clips to East Oregonian Publishing Co, PO Box 2048, Salem, OR 97308-2048; fax 503-371-2935; email hr@eopubco.org.

REPORTER. Govt reporting, feature writing, spot news. Req excel writing skills, layout exp, pref know agriculture, photography skills. Resume/ltr/clips to Editor Lindsey Kroskob, Torrington Telegram, 2025 Main Street, Torrington, WY 82240; email tnews@torringtontelegram.com.

EDITORIAL WRITER. Write 4-6 editorials/week, contribute to weekly forum section. Req passion for civic life, pref digital media exp. Resume/ltr/writing samples to Deborah Ferreter, Employment Specialist, The Sacramento Bee, PO Box 15779, Sacramento, CA 95852; email resumes@sacbee.com. App ddl 10/23/09.

REPORTER/EDITOR. Cover county seat, local events, hard news, features, layout pages, act as backup to exec editor. Req layout, writing skills, know community journalism. Resume/ltr/5 samples to Phil Schoch, Executive Editor, Highland Lakes Newspapers, PO Box 1000, Marble Falls, TX 78654; email phil.schoch@hghlandernews.com; fax 830-693-3650.

NEWS REPORTER. Write stories for community newspaper. Req know grammar, AP style, editing, writing skills. Email resume/ltr/clips/refs to Larry Campbell, Executive Editor, Peninsula Clarion, Kenai, AK, larry.campbell@peninsulaclarion.com.

TECHNICAL WRITER. Develop, maintain IT technical documentation templates, standards, work to understand gaming regulatory approval processes, identify technical documentation reqd, develop complete technical documentation, develop estimates, timelines, resource needs for preparing technical documentation, document existing systems. Req exp w/ industry standard technical documentation tools, practices, know gaming regulatory processes, technical documentation reqd, interviewing skills. Apply online to Harrah's Entertainment, Las Vegas, NV, https://harrahs.hodesiq.com/harrahsiq/job_detail.asp?JobID=1614948&user_id=.

TECHNICAL WRITER. Create customer-facing documentation using LSI writing style, templates, produce technical info for customers. Req BA/BS technical communications/technical journalism/electrical engineering/computer science/rel, ability to learn technical writing, orgz, interviewing skills, pref know structured authoring, xml; will consider BA/BS Eng/journalism w/ strong technical backgrounds. Apply online to LSI, Austin, TX, <http://lsilogic.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=5135>.

WEB STORE EDITOR. Enter new products, update existing products on web store, work w/ vendors, company depts.. Req 1-2 yrs Photoshop exp, html, data entry, grammar skills, know website, site navigation, pref interest in health/fitness. Apply online to Body Building.com, Meridian, ID, <http://tbe.taleo.net/NA7/ats/careers/requisition.jsp?org=BODYBUILDING&cws=1&rid=63>.

CONTENT EDITOR. Perform editorial tasks, data maintenance, assist w/ enhancements for online, offline in legal research products. Req communication, grammar, legal research, MS Office, analytical skills, understand customers' needs, biz/corporate goals, online/offline products. Apply online to LexisNexis, Colorado Springs, CO, <https://reedelsevier.taleo.net/careersection/50/jobdetail.ftl?lang=en&job=79264&src=JB-11660>.

Multi-Regional/International/Freelance

ECONOMY AND GOVERNMENT EDITOR. Work w/ reports to cover breaking economic, govt news, central bank monetary policies, main statistical indicators, guide reporters on improving coverage, monitor other media, write news summaries. Req editing skills, know economic, political issues, pref BA/BS, journalism exp, exp covering Middle East, fluent Arabic. Apply online to Bloomberg, Cairo, EGYPT, <http://careers.bloomberg.com/hire/jobs/job23566.html>.

COPYWRITER, COMMUNICATIONS AND PUBLIC RELATIONS. Draft, edit, proof, copy write newsletter, brochures, ads, website content, plan, orgz, coordinate events, seminars, programs, secure sponsorship to assist w/ publicity, funding of events, managing budgets, maintain/update mailing databases, assist in designing brochures, mktg materials. Req BA/BS mass communication/PR/journalism/rel, 2-3 yrs exp in copywriting, corporate communications, excel Eng language, editing, interpersonal, communication, orgz skills. Apply online to Deloitte Touche Tohmatsu, Petaling Jaya, Selangor, MALAYSIA, <http://careers.deloitte.com/glob/experienced-professionals/opportunities.aspx>. App ddl 10/30/09.

RESEARCH EDITOR-SPANISH LANGUAGE. Research, record, update details on politically influential people in all countries, use electronic, non-electronic published sources for each country researched incl govt websites, update database, monitor new sources. Req BA/BS, know intl affairs, political landscape in Spain, research/editorial exp, web searching, keyboard, orgz, proofing skills, fluent Spanish, know MS Office. Apply online to Dow Jones & Co, Barcelona, SPAIN, <http://www.dowjones.com/careers.asp>.

RESEARCH EDITOR-RUSSIAN. Research, record, update details on politically influential people in all countries, use electronic, non-electronic published sources for each country researched incl govt websites, update website, monitor new sources. Req BA/BS, know intl affairs, political landscape in Russia, former Soviet Union countries, research/editorial exp, web searching, keyboard, orgz, proofing skills, know MS Office. Apply online to Dow Jones Watchlist, Barcelona, SPAIN, <http://www.dowjones.com/careers.asp>.

COPY EDITOR, RESOURCES. Edit breaking news headlines, stories on energy, commodities news, markets from Asia-Pacific region. Req excel copy editing, communication skills, strong news judgment, know financial markets, pref exp at financial newswire, real-time news service. Apply online to Dow Jones Newswires, SINGAPORE, <http://www.dowjones.com/careers.asp>.

RUSSIAN-LANGUAGE SERVICE EDITOR. Edit copy from reporters covering Russia's economic, political, biz life. Req know interaction of markets, Russia's political, economic issues, fluent Russian/Eng, journalism exp. Apply online to Bloomberg News, Moscow, RUSSIA, <http://careers.bloomberg.com/hire/jobs/job24016.html>.

CAMPAIGN AND COMMUNICATIONS OFFICER. Develop, maintain casework for campaigning, draft, edit case-based campaigning materials, advise, train staff, activists, develop effective ethical campaigning for individuals. Req excel writing, editing, communication, interpersonal skills, know principles of campaigning, membership orgzs, training methods, IT. Apply online to Amnesty International, London, UNITED KINGDOM, <http://www.amnesty.org/en/jobs/vacant-positions/campaign-and-communications-officer-20090930>.

EDITORIAL ASSISTANT. Work from home. Assist managing editor, publisher in production of site, enter daily articles, mgmt video, audio aggregation, research feature articles, contributors, communicate w/ potential contributors, write headlines, summaries, various copy, some online mktg-rel duties. Req editorial skills, know trends, technologies in online media/publishing, fast internet connection, own computer, pref strong background in intl affairs. Email resume/ltr to World Politics Review, jobs@worldpoliticsreview.com (subj: Editorial Assistant)

FREELANCE WRITER. Telecommuting position. Write provocative, witty commentary on day's events. Req know social media, Facebook, Twitter, blogs. Email resume/ltr/links to SodaHead, Inc, editor@sodahead.com.

FREELANCE WRITERS. Telecommuting position. Create daily online biz, consumer news email publications in transportation, retail beats, summarize top stories for industry associations, work w/ editors to shape content. Req writing skills, ability to find news/info on web, know AP style, facility for using online publishing tools, available beginning at 5 am or 6 am Mon-Fri. Timed writing test reqd. Email resume/ltr to SmartBrief, Inc, jobs@smartbrief.com (subj: SmartBrief Freelancer-JJ).

CALL FOR ENTRIES. Seeking literary essays about experiences living, working in Cuyahoga Valley Natl Park for collection about life in natl parks. Diverse park exp desired, societal, environmental, existential implications of living in park; humor welcome. Writers will receive \$100 for their essay + copy of collection. Manuscripts shld be typed, double-spaced, 12 point Times New Roman or Courier font, standard formatting, max 5K words. Email submissions to submissions@bonafidebooks.com (subj: Permanent Vacation w/ title of work). For info contact www.bonafidebooks.com. App ddl 01/05/10. (From 09/18/09 issue)

Good luck!

Next issue: Nov. 20, 2009

