

Submissions without the following will not be considered: Cover letter and resume to include: salary range desired, and writing portfolio to jobs@aogusafa.org. No phone calls please.

Senior Editor

The Association of Graduates is the alumni association of the U.S. Air Force Academy. We are a 501 (c)(3) non-profit organization dedicated to serving our graduates and members, enhancing the heritage of this premier institution and enriching the cadet experience by funding programs not supported by appropriated funds.

We are looking for a talented Senior Editor for our award-winning communications team. This position is responsible for providing feature writing, layout, design and production support for *Checkpoints* Magazine, the U.S. Air Force Academy's Alumni publication, and copywriting for various marketing materials consistent with the vision of the Senior Vice President for Communications, and the Creative Director for the Association of Graduates, U.S. Air Force Academy.

Major Responsibilities

- Creative feature writing, management and organization of *Checkpoints* magazine
- Reading, writing, researching and selecting articles and feature stories
- Actively seek out and generate stories and ideas for articles and features stories
- Organizing meetings to discuss and plan the *Checkpoints* magazine
- Commissioning features and stories from freelancers
- Pre-press inspections, and content file maintenance
- Proofreading and copywriting content used on web pages, ads, promotional materials that sells products or services

Knowledge, Skills And Abilities

- Ability to make administrative/procedural decisions and judgments
- Ability to edit and proofread complex written documents
- Records and database management skills
- Understanding of photography, graphics, and magazine layout and design
- An ability to work autonomously, quickly, and effectively on multiple projects
- Professional attitude and strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment
- Good communication skills; ability to clearly communicate concepts to clients.
- Proficient organization, prioritization and time management skills.
- Knowledge of advertising, promotional techniques and the ability to develop creative materials appropriate to the target customer
- Thorough knowledge of Associated Press style
- Stays current with emerging trends in communication
- Good understanding of printing process
- Solid background in creative problem solving, strategic brainstorming, campaign development and creative execution
- Knowledge of photography, Adobe Creative Suite, Microsoft Word, and Microsoft PowerPoint

Qualifications

- B.A of Associate degree in related field
- 3-5 years experience as an editor of a substantial periodical preferred
- Superior interpersonal, written, and oral communication skills

Salary range: 40k to 50k depending on experience and expertise.

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