



Notice of Open Position

A Union of Professionals

March 26, 2021

Job Title:	Senior Associate/Assistant Editor	Unit:	AFTSU
Job Number:	AOF-55-09-0321-V	Supervisor:	Chief Publications Editor
Department:	Communications	Annual Salary:	\$90,136

Special Note: The AFT is seeking an assistant editor to work primarily on *American Educator* and *AFT Health Care* and to occasionally write and edit other AFT publications.

Position Summary: Under the supervision of the chief publications editor, the assistant editor will have a wide variety of duties for both of AFT’s journals, including helping with background research to select topics and authors, assisting with fact checking and copyediting, communicating with authors and peer reviewers, and writing initial drafts of columns like Union Highlights. The assistant editor will also help promote the journals’ content (e.g., on social media and by connecting with event organizers) and will write and edit for other AFT publications (from blog posts to long reports) as needed. Both *American Educator* and *AFT Health Care* are dedicated to equity and excellence; they support AFT members in developing their knowledge, skills, and voices to maximize their professional impact and ensure that the families and communities they work with have the freedom to thrive.

- Position Responsibilities:**
- Assist with all aspects of editing manuscripts, such as reorganizing text, considering what is missing or should be cut, making line edits, fact checking and reviewing sources, and copyediting; keep the union and our shared values front and center to carefully revise for tone and word choice.
 - Write and/or edit drafts of journal components like Union Highlights, What We’re Reading, Share My Lesson, the table of contents, and ads.
 - Assist with background research (from attending to locals’ concerns to reading studies) to help select topics and authors.
 - Assist with all aspects of communicating with authors throughout the editing and production process.
 - Grow as an editor by learning about AFT members, locals, and leaders and by staying abreast of research and ideas related to revitalizing public education (e.g., equitable access to enriching and culturally responsive academic, social, and emotional learning) and to the social determinants of health and well-being.
 - Work closely with the production, copyediting, and digital staff in the communications department and with the educational issues and health issues departments.

- Primary Knowledge, Skills and Abilities:**
- Outstanding attention to detail and organizational skills.
 - Ability to work collaboratively and independently, varying by task and deadline.
 - Ability to multitask and meet extremely tight, overlapping deadlines.
 - Familiarity with print and online publication processes and the *Chicago Manual of Style* and the *Associated Press Stylebook*.
 - Strong interest in education, healthcare, and labor issues.
 - Familiarity with the AFT and/or its affiliates is a plus.
 - Bachelor’s degree required; graduate degree in a related field preferred.
 - 4+ years of experience in a similar position.

Work Environment: This position is based in Washington, DC and the work is generally performed in an office environment. Minimal travel is required.

How to Apply: Applicants should submit a cover letter and resume via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3525524.

AFT is an equal opportunity employer, committed to building a culturally diverse workforce and strongly encourages applications from persons of color, individuals with disabilities and veterans.

Internal Posting Period:	Internal posting period expires April 11, 2021. External applicants may be considered as of April 12, 2021.		
cc:	Tim Shea, AFTSU President		

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