

AFRICAN VIOLET SOCIETY OF AMERICA, INC.
AFRICAN VIOLET MAGAZINE EDITOR
JOB POST

The African Violet Society of America (AVSA), a 501(c) 3 non-profit corporation is seeking a detailed, professional production and content editor for its full-color, bimonthly, print publication *African Violet Magazine*. Position is part-time and reports to the AVSA First Vice President.

Job Brief

- We are looking for an Editor, with a good sense of what makes an interesting angle to a story, to juggle the moving parts of publications. You will plan, coordinate, review and edit content. The successful candidate will be able to decide which ideas should be pursued and which should be dropped in order to meet quality and accuracy standards. The goal is to provide exceptional, informative and engaging content.

Duties and Responsibilities

- Manage entire publication production process, including artwork, layout, computer typesetting, and printing to produce a high-quality magazine, ensuring adherence to deadlines and budget requirements
- Proofread and edit content for grammar, form, layout and voice
- Manage the publication schedule, including interfacing with writers to keep on schedule
- Work closely with the AVSA Editorial Board to ensure accuracy and verify horticultural facts for production of final version for publication
- Plan the content of publications to ensure timely announcements of AVSA activities
- Generate original story ideas related to growing, showing, and hybridizing African violets and related gesneriads
- Reach out to AVSA Members, requesting that members submit or generate original articles related to growing, showing, and hybridizing African violets and related gesneriads
- Work collaboratively to source and manage member freelancer writers who provide articles
- Assign topics, events and stories to individual writers or AVSA committee chairs for coverage
- Manage advertisements and solicit for new and renewal advertisements in cooperation with the Advertising Committee.
- Manage the content layout in the magazine in cooperation with the Type setter and the printer
- Source appropriate photos to accompany articles and as stand-alone photographs in the magazine
- Supervise sending magazine to subscriber members of AVSA to facilitate its timely delivery
- Play an integral part in implementing and developing new social media, web/digital content, and traditional print projects and initiatives

- Duties include develop on-line content for AVSA's website and social media outlets, promotional materials for distribution at conferences
- Provide regular communications to the AVSA President and First Vice President regarding the status of production of AVM and other materials
- Other duties and responsibilities may be assigned, as required

Requirements

- A degree in journalism, communications, public relations, English, humanities, publishing or related field of study. AVSA will consider experience in lieu of education
- Experience with traditional print magazine production, digital format/conversion, editing and proofreading
- Demonstrated time management skills, organization, detail orientation and professional attitude
- Excellent interpersonal, verbal and written English communication skills
- Demonstrated ability to work with social media outlets, especially Facebook, Twitter, and Pinterest
- Expert knowledge necessary of Adobe, Adobe Photoshop, Quark, Microsoft Office or similar products
- Knowledge of African violets and other gesneriads a plus
- Ability to occasionally lift up to 20 pounds
- Ability to sit for sustained period of time
- Ability to perform tasks requiring intermittent bending, stooping, and walking
- Ability to sustain frequent movement of the fingers, wrists, hands, and arm.
- Ability to perform tasks using the eye to discern objects, color, photos and text

Other

- Although AVSA is headquartered in Beaumont, Texas, the successful candidate would not necessarily have to live in Beaumont to perform the duties of the job. If hired, however, travel to Beaumont may be occasionally required
- Candidates need not be familiar with African violets and gesneriads to be considered for the job; however, the successful candidate must be willing to learn quickly about these plants and continue that learning while on the job.
- Limited travel may be required to participate in various regional and national African Violet Society of America conferences and board meetings
- Strong communication, problem-solving, and decision-making skills are needed because the position involves working independently and as part of a team
- The position involves interaction with AVSA officers, board of directors, committee chairs, members, vendors and the public, who are located throughout the country; conducting business primarily via phone and email
- African Violet Society of America is an Equal Employment Opportunity Employer and complies with all Federal and Texas laws concerning Equal Opportunity and Affirmative Action in the workplace

Interested Candidates Should Send the Following:

- Detailed resume and cover letter
- Clippings of three articles written by candidate and/or copies of publications edited (including masthead)
- Names and contact information of three professional references
- One, brief paragraph written by the candidate about why African violets make great houseplants

To the Address Below:

Sue Ramser, AVSA First Vice President, 2413 Martin Street, Wichita Falls, TX 76308-1908 or ramserwf@wf.net

Review of applications begins February 20, 2018. The search will continue until the position is filled.