



POSITION: PART-TIME ASSISTANT EDITOR

Company:

U.S. Military Publishing, LLC (USMP) is a niche print and digital publisher in the military market. The company's print titles, Military Families Magazine (MF) and Reserve + National Guard Magazine (RNG), along with its associated digital properties reach more than 3 million members of the military community at more than 2,500 global locations each year.

Responsibilities:

The assistant editor will report to the editor-in-chief and be primarily responsible for web content and e-newsletter production. Specific responsibilities include, but are not limited to:

- Establish and grow relationships with key stakeholders within the military market to include DOD and VA leadership, base commanders, nonprofit organizations, and influencers.
- Assist in all stages of production for print magazines and digital guides.
- Edit and publish content on websites according to editorial calendar, including SEO application.
- Report on and write about news and/or content as determined by editor-in-chief.
- Curate a weekly newsletter that captures audience interest and increases readership.
- Review pitch submissions to website.
- Write copy to repurpose print and web content for social media.
- Perform other miscellaneous duties as determined by editor-in-chief and publisher.

Requirements:

- An associate degree and/or 3 years of professional editing experience.
- Proficiency with social media platforms, WordPress, and MailChimp.
- Meticulous attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently, meet deadlines and work in a fluid environment.
- Respond well to and learn from constructive feedback.
- Affiliation with military or veteran community, preferred.

Status: Part-time; hourly (not to exceed 20 hours without prior approval)

Rate: \$22/hour

Applicants are required to submit a cover letter, resume, and links to at least two published articles to: applications@usmilitarypublishing.com.