

USMS Associate Editor (PT)

Position title: Associate Editor / Responsible to: Communications and Publications Director

Hours: 25-28 hours a week / Part time

Location: Preference will be given to candidates who can work out of the National Office. If the position becomes full time, Sarasota residency will be required.

How to apply: Please send resume and cover letter to editor@usms.org by February 20, 2013.

Job Description

USMS is seeking a content writer and editor for its publications, which include *SWIMMER* magazine, the *STREAMLINES* e-newsletter series, and articles on its website, usms.org. Duties include but are not limited to:

Web Features

- Research, write, edit, source images for, and upload articles weekly to usms.org
- Work with the USMS network of freelance writers and coaches to obtain, edit, source images for, and upload articles to usms.org.
- Work with the various volunteer committee chairs to generate fresh content ideas
- Stay abreast of current events within USMS and have content suggestions available as needed.
- Long-term editing of the hundreds of articles currently existing on usms.org.
- Work with social media project manager to push articles to various outside entities, such as Flipboard, and ensure that content is promoted through the USMS social media campaign.

***STREAMLINES* E-newsletters**

- Source and edit content for *STREAMLINES*, *STREAMLINES* for Coaches (monthly) and *STREAMLINES* for Volunteers (bi-monthly).
- Upload articles to usms.org, build the newsletters in Constant Contact, and release to the membership according to a strict production timeline.
- Work with social media project manager to track response rates to articles and ensure that the SL series works in conjunction with the USMS social media campaign.
- Participate in annual planning for the series.

***SWIMMER* Magazine**

- Research, write, edit, and source images for articles for *SWIMMER*.
- Work with the USMS network of freelance writers and coaches to obtain, edit, and source images for *SWIMMER*.
- Stay abreast of topics of interest in the swimming world and have content suggestions available as needed.
- Participate in annual planning for the magazine.

Media Relations

- Generate press releases as needed.
- Look for opportunities to work with other organizations and the mainstream media to promote Masters swimming and USMS.
- Answer media inquiries.

Qualifications

- Professional writing and editing experience.
- Bachelor's degree in journalism, English, or communications; or other bachelor's degree, with demonstrated commensurate experience.
- Experience and knowledge of Masters swimming.
- Excellent written and verbal communications skills
- Proficient with computers and office-related software, including Word and Excel, and electronic communications.
- Ability to multitask, prioritize, and organize a multitude of projects.

Preferred knowledge, skills and abilities

- Demonstrated ability to work in a team environment
- Proficiency in photo editing and design software
- Photography skills