



CURRENT JOBS IN WRITING, EDITING & COMMUNICATIONS

The National Employment Bulletin for the Communication Professions
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The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months.

East/Northeast

RESUME ACCOUNT MANAGER. Learn to review, analyze resumes, review executive resumes for effectiveness, rewrite resumes, educate jobseekers about resumes. Req BA/BS, excel communication, language skills, know resume etiquette, MS Office, pref sales background. Base salary + commission. Apply online to TheLadders.com, New York, NY, http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=288901&company_id=15772&version=1&source=ONLINE&jobOwner=988184&aid=1.

T-MAGAZINE PRODUCER. Produce articles, blog posts, photos, multimedia for website of magz, work w/ editors, producers, writers, photographers, select, crop, tone photos, create special pkgs, multimedia features incl photo slide shows, visual essays, write concise summaries, heads, captions. Req passion for journalism incl blogs, multimedia, exp working w/ style, fashion, design content, writing, editing, research, computer skills, know Photoshop, CSS, html, know competitors. Apply online to The New York Times Co, New York, NY, https://careers.nytc.com/TAM/nyt_docs/TAM/candidate.html.

RIGHTS ASSISTANT. 9-month position thru 06/30/10. Research, acquire rights for audio, electronic book formats, draft correspondence, screen/sort mail, arrange travel, appts, maintain, update files, answer phones, review contracts, amendments for info pertaining to audio, e-book process. Req BA/BS, college level knowledge of Eng language, orgz skills, interest in audio, e-book formats, know MS Excel. Email resume/ltr/sal req to jobs@harpercollins.com (subj: CR-RACM).

ASSISTANT PRODUCTION EDITOR. Assume production editorial duties for hardcover offsets, some original manuscripts, work w/ freelance copy editors, proofers, indexers, collate/check proof corrections, copyedit materials, ensure schedules are met, prepare bound galley back covers, track status of bound galley materials. Req BA/BS/equiv exp, 1-3 yrs exp, copyediting, PC skills, know Word, Track Changes function, pref completion of copyediting class. Email resume/ltr/sal req to Harper Collins, New York, NY, jobs@harpercollins.com (subj: MM-APE).

TEMPORARY COPYWRITER. 20 hours/week. Conceptualize projects, write direct mktg communications for multiple media channels to promote books, magz, corporate initiatives. Req BA/BS, min 3.0 GPA, 2 yrs exp in professional copywriting, excel communication skills, know InDesign, MS Word, Outlook, pref exp copywriting for promotional media other than print, incl scripting for DRTV, online promotions. Apply online to Rodale, Emmaus, PA, https://www5.recruitingcenter.net/Clients/Rodale/PublicJobs/controller.cfm?jbaaction=JobProfile&Job_Id=11310&esid=az.

ASSISTANT PROFESSOR, POETRY. Tenure track. Teach poetry in MFA program, undergrad Eng program. Req PhD, know late 20th, early 21st century poetry, postmodern, post-colonial poetic communities, practices incl ethnopoeitics, language-based poetry, performance poetry, e-poetry, gender/culturally based poetry, 3 yrs teaching exp. Resume/ltr/writing sample/3 rec ltrs to Assistant Vice President Michael T. Hewitt, Human Resource Services, Brooklyn College, 2900 Bedford Avenue, Brooklyn, NY 11210-2889; email bcjobs@brooklyn.cuny.edu.

WRITER/EDITOR. Copyedit new, revised summaries for health professionals, quality controls summaries for editors/writers, enter summaries in custom xml database, validate, publish documents, search citations, create citation documents, transcribe minutes of each mtg. Req BA/BS, 2-5 yrs professional exp, know xml database, medical terms, orgz, PC, copyediting, science writing skills. Apply online to Z-Tech, Rockville, MD, <https://jobs.icfi.com/viewjob.html?optlink-view=view-37029&ERFormID=newjoblist&ERFormCode=any>.

EDITORIAL ASSISTANT. Coordinate review programs to solicit instructor feedback on new book projects, revised editions, work w/ authors, instructors, research content, edit copy, proof, assist w/ book planning, development, mktg, prepare manuscripts for production, oversee ancillary projects incl instructors' manuals, workbooks, websites, admin duties. Req BA/BS, excel communication, project mgmt skills, know MS Word, Excel, pref Eng major, teaching exp. Apply online to Bedford/St. Martin's, New York, NY, https://www.ultirecruit.com/hol1002/JobBoard/JobDetails.aspx?_ID=*84FF497A98EF3D3D.

ONLINE ENTERTAINMENT REPORTER. Cover NY theater scene, pursue, write news, features, interview celebrities, conduct interviews for video features, create/maintain show, event listings, conceive feature, special section ideas. Req excel writing skills, know pop culture, pref know Photoshop, html, know Broadway scene. Apply online w/ sal hist/sal req/entertainment-based writing samples to Broadway.com, New York, NY, <http://www.mediabistro.com/joblistings/jobview.asp?joid=92197&page=1>.

EDITOR, FAMILY TRAVEL. Create detailed editorial calendar, plan editorial direction for site, research, write, edit family travel articles, reviews, work w/ PR firms to arrange reviews of hotels, resorts, assign destination articles, hotel reviews, supervise freelancers, work w/ in-house copy editor, write, update home page, newsletter promotions, brainstorm press releases. Req BA/BS journalism/strong writing, copy editing, proofing skills for web, excel story editing, conceptualizing skills, know html, web, graphics applications, exp in developing, researching, editing, writing, posting web content, travel exp w/ kids, love of travel. Email resume/ltr to The Independent Traveler, Inc, Pennington, NJ, jobs@cruisecritic.com.

EDITORIAL ASSISTANT. Write features, news analysis stories for magz, news pieces for daily news website, attend/report on industry events, pitch news, feature stories to senior editors, become subject-matter expert. Req BA/BS or MA/MS journalism/rel, strong writing, editing, researching skills, excel time mgmt, orgz skills. Email resume/ltr/3 clips to David Myron, Speech Technology Magazine, New York, NY, dmyron@infotoday.com.

MARKETING AND COMMUNICATIONS CONTENT DEVELOPER. Develop, generate mktg, investor communications materials. Req excel writing, analytical, MS Word, PowerPoint, communication skills, eye for design, attention to detail. Telecommuting possible certain days/week. Apply online to Ridgewood Capital, Ridgewood, NJ, <http://www.mediabistro.com/joblistings/jobview.asp?joid=92022&page=2>.

ASSISTANT EDITOR. Provide postproduction support on Avid, Final Cut Pro Standard, hi-def edit systems, digitize footage in prep for edit sessions, perform basic edits, assist w/ delivery of programming by creating tape labels, tape rundowns, assist w/ edits, color corrections, sound mixes, feed programming across fiber optic TIE lines, prepare, convert, export online media. Req BA/BS, 2 yrs exp as assistant editor, know Avid, Final Cut Pro, broadcast technical specs, standards, DV camera, deck operation, graphic formats, media mgmt, excel communication, orgz, computer skills. Apply online to FUSE, New York, NY, http://thegarden.igreentree.com/CSS_External/CSSPage_SearchAndBrowseJobs.ASP?T=20090911234647&.

EDITORIAL ASSISTANT. Provide editorial support incl writing, researching stories, managing products, PR contacts, create newsletters, handle daily, weekly site maintenance, update content mgmt system, work w/ online communities in blogs, message boards. Req BA/BS communications/writing, excel writing, communications, orgz, problem-solving skills, pref website, html exp. Email resume/ltr/sal req to The Knot Inc, New York, NY, jobs@theknot.com (subj: Editorial Assistant).

INTERNSHIP. Work from home; report to office 1 day/week. Internet research, blogger outreach, blog posting, maintain Facebook fan page, Twitter updates, create/upload videos, input data. Req strong computer skills, know Excel, own computer, internet access, love Facebook, Twitter, YouTube, blogging, pref Photoshop skills. Email resume/ltr to Onit Marketing, LLC, Hudson River Valley, NY, ronirudell@onitmarketing.com; www.onitmarketing.com.

STAFF WRITER/EDITOR. Work in news office, report/write about campus life, research, innovation, teaching, write spot news, profiles, trend stories, features, generate 3 story ideas/week, cover news rel to earth, atmospheric, planetary sciences, aeronautics, astronautics, interview students, faculty. Req BA/BS, 2 yrs exp in news setting, know AP style, excel writing, interpersonal, analytical skills. Apply online to MIT, Cambridge, MA, <http://sh.webhire.com/servlet/av/jd?ai=631&jj=2389310&sn=1>. Job # MIT-00006571-O.

TRAFFIC COORDINATOR/COPYWRITER. Draft underwriting copy to air daily, deliver accurate copy, provide newscast, program credit copy from NPR to announcer, work w/ production staff to ensure careful editing of music in copy, integrate media numbers of produced promos into station log. Req BA/BS, 2 yrs exp in broadcast sales environment, excel writing, communication, orgz, internet skills, know Excel, Outlook, PowerPoint, Word, pref know FCC rules. Email resume/ltr/sal req to WNYC Radio, New York, NY, jobs@wnyc.org (subj: QXR Copywriter 09).

FINANCIAL WRITER. Cover global financial markets w/ emphasis on oil, infrastructure, Asia, foreign companies for financial publisher. Req 1-3 yrs financial writing exp, excel research skills; will consider financial gurus w/ desire to write. Email resume/ltr to The Oxford Club, Baltimore, MD, vcampbell@oxfordclub.com; fax 410-223-2650.

ASSOCIATE EDITOR. Handle writing, copy editing, web content/production, tweeting, blogging for healthcare email newsletters, websites, learn editorial operations, mgmt to become managing editor. Req passion for web journalism, 1-3 yrs editorial exp, pref basic web mgmt skills. Email resume/ltr/2 clips to FierceHealthcare, Washington, DC, wjohnson@fiercemarkets.com; www.fiercemarkets.com.

EDITORIAL ASSISTANT. Assist w/ all phases of editorial, mktg process, work on college textbooks, work w/ authors, customers. Req BA/BS, excel computer, orgz skills. Resume/ltr/sal req/source of ad to Human Resources Representative, Oxford University Press, 198 Madison Avenue, New York, NY 10016; fax 212-726-6458; email hry.us@oup.com. No phone calls.

COMMUNICATIONS COORDINATOR. Coordinate materials development, printing, design, draft, edit, design, research, proof content for campaign, member outreach materials, coordinate campaign storefront, conduct outreach to grow bulk reusable water bottle sales program, assist in staff writing, photo, storefront, design trainings. Req 2 yrs exp in progressive social change orgz doing grassroots orgzing, fundraising, excel writing, admin, copy writing, editing skills, passion for social mktg, direct outreach. Email resume/ltr/links to writing sample, past publications/3-5 refs to Corporate Accountability International, Boston, MA, jobs@stopcorporateabuse.org; <http://www.stopcorporateabuse.org>

RESEARCH AND METRICS WRITER. 6-month position w/ possible renewal. Prepare research briefs, learning materials, PowerPoint presentations, serve as ghost writer on working papers, papers for external dissemination, develop, maintain content for website, prepare conference, meeting presentations for technical, lay audiences, work w/ researchers in field to improve writing. Req MA/MS Eng/communications/journalism, 2 yrs professional exp w/ primary responsibility for writing, editing, producing publications, communications materials, orgz skills, pref intl exp, exp in public health-rel field, located in/near Washington, DC, pref know French, Spanish, Portuguese, exp in low/middle income countries. Apply online to PSI, Washington, DC, <http://sh.webhire.com/servlet/av/jd?ai=624&jj=2387223&sn=1>.

CORPORATE COMMUNICATIONS WRITER. Provide writing, editorial support for collateral incl brochures, posters, signage, support editing, writing tasks of team, initiate creative concept development, review copy to ensure brand consistency. Req strong research, editing, proofing, communication skills, know MS Office, exp in global, multisite company, pref BA/BS communications/Eng/journalism/rel, 1-3 yrs journalism, communications, Eng exp. Apply online to AECOM, Northeast US, www.aecom.com.

WRITER INTERNSHIP. PT, 20 hours/week. Create, edit record artists' bios, write press releases for recording artists, assist w/ development, creation of company profile incl company/staff bios, mission statement, roster, mktg plan. Req Eng/journalism major, strong writing, communication skills, interest in music, music biz, pref some biz skills/exp. Work from home or from office depending on project. Unpaid position; college credit possible. Apply online w/ resume/ltr/writing sample to Phase One Communications, New York, NY, <http://www.entertainmentcareers.net/id/?id=98452>.

PROGRAM ASSISTANT, COMMUNICATIONS. Conduct media outreach, write press materials, make pitch calls, field media calls, track media coverage, post content on website, social networking sites, respond to public info requests, assist in production, distribution of publications, manage official blog, admin duties. Req BA/BS, Word, Outlook, Excel, PowerPoint, editorial, proofing, communication, orgz skills, pref exp w/ blogging platforms, Convio, web statistics pkgs, content mgmt systems, databases, html. Email resume/ltr/sal req/writing sample/3 supervisory refs to National Women's Law Center, Washington, DC, humanresources@nwlc.org (subj: Program Assistant). App ddl 10/31/09.

ONLINE WEB CAMPAIGN MANAGER. Work w/ Google Adword campaigns, Analytics, online databases, create client reports to summarize ad campaigns, metrics around performance, create Flash, Photoshop banner ads, create landing pages, provide graphics support, design/layout execution for political, nonprofit campaigns. Req BA/BS communications/mktg/advertising/computer science/rel, excel communication, presentation skills, know Photoshop, Illustrator, Flash, html, CSS, video editing tools, exp on Obama campaign or w/ natl political campaign. Apply online to http://www.careergrub.com/jobs/online-web-20-campaign-manager_campaign-grid-world-benefactor/philadelphia-pa/. Pos in Philadelphia, PA.

COMMUNICATIONS INTERN. PT, 2-3 days/week. Develop newsletter detailing activities, achievements of region's country programs, create template for current/future regional newsletters, write, edit articles, format/publish newsletter, provide external relations, media-rel support. Req BA/BS, fluent French, exp producing, editing newsletters, excel orgz, communication, computer skills, know MS Publisher, InDesign, Word, Excel, PowerPoint. Apply online to International Rescue Committee, New York, NY, <http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=IRC&cws=1&rid=5470>.

ADJUNCT FACULTY. Teach speech, integrate technology into course delivery. Req MA/MS speech/linguistics/rel, ability to teach in multicultural setting. Apply online to Montgomery College, Rockville, MD, http://www.washingtonpost.com/wl/jobs/JS_JobSearchDetail?jobid=28536917&jobSummaryIndex=0&agentID=&xfeed=1&wpmk=MK0000005&G CID=C17812x034.

South/Southeast

PAGE DESIGNER/COPY EDITOR. Work on a media desk that produces the newspaper and electronic edition online. Req excellent copyediting and creative page design skills; BA/BS; some exp; passion for journalism; reputation for quality & integrity. needed. Send cover letter/resume/URLs and design/editing clips to Elizabeth Hoekenga, Media Desk Manager, TimesDaily, Box 797, Florence, AL 35631 or e-mail elizabeth.hoekenga@timesdaily.com.

BOOK ACQUISITIONS COORDINATOR. Assist director in areas of new book acquisitions, correspondence w/ authors, logging in new proposals, peer review, light copy editing, proofing, admin duties. Req BA/BS, 2 yrs exp, orgz, Eng grammar, computer, copy editing, proofing skills, MS exp, pref Scholar One exp. Email resume/ltr to The National Science Teachers Association, Arlington, VA, hr@nsta.org.

REPORTER. Cover general assignments, breaking news, trends. Req BA/BS communications, 1 yr exp, orgz, multitasking skills, strong news judgment, pref web reporting, editing exp, 2 yrs weekly/college newspaper exp. Resume/ltr/3 clips to Kathryn Smith, Human Resources Coordinator, Morning News, PO Box 100528, Florence, SC 29501.

REPORTER. Report, write stories, design pages for community newspaper. Req excel writing skills; will consider recent grads or veterans. Email resume/ltr/samples/sal req to Publisher, The Ashley News Observer, PO Box 798, Crossett, AR 71635, bwhite@ashleynewsobserver.com.

ASSISTANT SPORTS EDITOR. Cover high schools, junior colleges, colleges. Req BA/BS, excel writing, reporting, time mgmt skills, pref 2 yrs exp. Resume/ltr/clips to Jamie Wachter, Executive Sports Editor, The Meridian Star, PO Box 1591, Meridian, MS 39302; email sports@themeridianstar.com.

REPORTER. Cover schools, school board biz. Req BA/BS, 1-3 yrs daily or weekly newspaper exp. Resume/ltr/clips to Chris Wessel, Editor, Hernando Today, 15299 Cortez Blvd, Brooksville, FL 34613; email wwessel@hernandotoday.com.

EDITORIAL/ADMINISTRATIVE ASSISTANT. Process manuscripts submitted via online submission/review system, maintain supply inventories, work w/ vendors, perform quality control of manuscripts, monitor manuscript progress thru review process, prepare status reports, admin duties. Req communication, writing, computer skills, pref BA/BS. Resume/ltr/sal req/source of ad to Human Resources Manager, Oxford University Press, 2001 Evans Road, Cary, NC 27513; fax 919-677-1177; email humanres@oup.com. No phone calls.

ASSOCIATE PRODUCER. Learn to produce newscasts, post content to web. Req orgz, writing skills, solid news judgment. Resume/ltr/tape, DVD to Barry Fulmer, News Director, WDRB-TV, 624 W. Muhammad Ali Blvd, Louisville, KY 40203. App ddl 10/04/09.

MORNING VIDEO EDITOR. Work w/ live feeds, coordinate w/ producers, videographers. Req news judgment, attention to detail. Resume/ltr/tape, DVD to Barry Fulmer, News Director, WDRB-TV, 624 W. Muhammad Ali Blvd, Louisville, KY 40203. App ddl 10/04/09.

DESK ASSISTANT/ASSOCIATE PRODUCER. PT. Req orgz, writing skills, newsroom background, ability to work weekends, overnights. Resume/ltr/tape to Mike Neely, News Director, WLKY-TV, 1918 Mellwood Avenue, Louisville, KY 40206. No phone calls. App ddl 09/30/09.

REPORTER. Cover local govt, breaking news, features. Pref exp; will consider recent grads. Email resume/ltr/clips to Samantha Swindler, The Corbin Times-Tribune, Corbin, KY, sswindler@thetimestribune.com. App ddl 09/28/09.

REPORTER/PHOTOGRAPHER. Cover stories incl police, courts, politics for weekly. Req know Knoxville area, local politics, AP style, photo skills, pref exp. Resume/ltr/clips to Nancy Morris, Knoxville Journal, 1717 N. Broadway, Knoxville, TN 37917; email news@theknoxvillejournal.com. App ddl 09/28/09.

REPORTER. Write stories, design pages. Req writing skills, recent grad or exp. Resume/ltr/clips/sal req to Publisher, News Observer, Box 798, Crossett, AR 71635. App ddl 10/12/09.

SPORTS WRITER. Req passion for HS sports, pref layout skills. Email resume/ltr/clips to Donnie Douglas, Editor, Heartland Publications, ddouglas@heartlandpublications.com. Pos in Lumberton/Laurinburg, NC. App ddl 09/28/09.

ASSOCIATE PRODUCER/PROJECT ASSOCIATES. 2 positions. Provide research, writing, editing support for all phases of GED project, assist w/ production planning, developing segment/program outlines, assist project leadership team, serve as producer/directors. Req BA/BS, 2 yrs exp, writing, editing, research skills. Resume/ltr to Employment Dept, Kentucky Educational Television, 600 Cooper Drive, Lexington, KY 40502; www.ket.org/jobs. App ddl 10/10/09.

AVID EDITOR/PRODUCER. Edit video content for use in TV productions, event presentation, on internet, provide video support for internal depts, work w/ game producer on production of TV openings, show elements, edit TV features for game broadcasts, produce/edit video content for use on TV, in-arena video board, team website. Req know AfterEffects, Boris Red, Photoshop, Ultimate, Cinelook/Cinemotion, Zaxwerks, video compression, streaming, NBA basketball. Resume/ltr/tape, DVD to Randy Stephens, Sr VP/Broadcast, The Memphis Grizzlies, 191 Beale Street, Memphis, TN 38103. App ddl 09/25/09.

SPEECH INSTRUCTOR. Adjunct position. Req MA/MS speech or MA/MS + 15 grad/undergrad hours in speech. Apply online to Concorde Career Colleges, Inc, Miramar, FL, <http://tbe.taleo.net/NA8/ats/careers/requisition.jsp?org=CCCI&cws=1&rid=1433>.

LECTURING FELLOWS. 3-yr renewable, non-tenure track, begin 07/01/10. Teach academic writing. Req PhD. \$41K. Resume/ltr re goals in teaching academic writing/proposal for writing seminar modeled on course synopses posted at <http://uwp.duke.edu/courses/writing20/> to Thompson Writing Program, Duke University, <http://uwp.duke.edu/fellowships>. App ddl 10/31/09. (From 08/21/09 issue)

Midwest

REPORTER/EDITOR. Produce news, photos for weekly newspaper. Req strong writing skills, ability to use camera, pref Quark layout skills. Email resume/ltr to Reeves Media, Halstead, KS, robb@hcindependent.com. Pos based in Moundridge, KS.

SPORTSWRITER. Cover area high schools, community college, genl sports assignments, paginate several times/week. Req news writing exp, know AP style. Resume/ltr/sal req/3-5 clips to Mark Vierthaler, Managing Editor, c/o The Dodge City Daily Globe, PO Box 820, Dodge City, KS 67801; email mark.vierthaler@dodgeglobe.com.

SPORTSWRITER/EDITOR. Cover high school, community college sports, design pages. Pref BA/BS. Resume/ltr/clips to Ray Noltling, Managing Editor, Parsons Sun, PO Box 836, Parsons, KS 67357; email noltling@parsonssun.com.

ASSISTANT EDITOR. Edit shorter, front-of-book stories, compile calendar, edit web columns, work on special advertising sections. Req BA/BS journalism/Eng/communications/biz/rel, 2 yrs exp w/ magz-style writing/editing, orgz, MAC, Adobe skills, pref copy editing skills. Apply online to Milwaukee Magazine, Milwaukee, WI, http://us1.i-grasp.com/fe/tp1_QuadGraphics01.asp?newms=jj&id=28463. Include writing/editing samples.

TECHNICAL WRITER. Create non-technical, technical text to describe operation of mechanical systems, components, take photos for documents, coordinate w/ graphic artists for graphic elements, document style issues. Req Framemaker skills, pref BA/BS. Apply online to PDSI Technical Services, Inc, Dayton, OH, <http://www.editorjobs.com/jobs/technical-writer-dayton-o-21129652-job.html#>.

COPY EDITOR. Req exp, web background. Email resume/ltr to Traverse City Record-Eagle, Traverse City, MI, bsteale@record-eagle.com. App ddl 10/12/09.

PUBLIC RELATIONS/JOURNALIST. Conduct interviews w/ digital

recorder, take photos for professional publications. Req journalism exp, pref sales/mktg exp. Resume/ltr/samples to News Link, HR Department, 1845 S. 11th Street, Lincoln, NE 68502; email careers@newslink.com; www.newslink.com.

PAGE DESIGNER AND COPY EDITOR. Req newspaper design skills, ability to layout pages on deadline, head writing, copy editing skills, pref 1 yr newspaper exp. Resume/ltr/3-5 samples to Presentation Editor Rob Beer, The Forum, 101 5th Street North, Fargo, ND 58107; email rbeer@forumcomm.com. App ddl 09/25/09.

REPORTER/VIDEOGRAPHER. Enterprise, report news. Req strong journalism, shooting, editing, writing skills, some web skills, understands social media. Resume/ltr/tape to WFIE-TV, HR Department, Box 1414, Evansville, IN 47701; email mhillenbrand@14wfie.com. App ddl 10/14/09.

ASSISTANT NEWS DIRECTOR/CONTENT MANAGER. Make editorial decisions rel to TV, web, mobile, social networking platforms, assist w/ newsgathering, delivery processes, determine how stories will be disseminated on appropriate platforms. Resume/ltr/tape, DVD to Nate Leding, News Director, KWWL-TV, 500 E. Fourth Street, Waterloo, IA 50703; email nleding@kwwl.com. App ddl 10/08/09.

REPORTER/VIDEOGRAPHER. Report on-air, edit video, pkgs, run live truck, contribute for use over-the-air, online, on social media sites. Pref exp. Resume/ltr/tape, DVD to Nate Leding, News Director, KWWL-TV, 500 E. Fourth Street, Waterloo, IA 50703; email nleding@kwwl.com. App ddl 10/08/09.

PRODUCER. Coordinate staff efforts to produce newscast, develop on-air look of newscast. Req strong writing, project mgmt skills, Avid exp, know internet production tools, MS Office, Wide Orbit. Resume/ltr/tape, DVD to KCTV HR Department, Box 5555, Fairway, KS 64128-5555 or apply online to www.meredith.apply2jobs.com. Pos #KCTV332. App ddl 09/25/09.

REPORTER/VIDEOGRAPHER. Develop, write, report daily news stories, events, coordinate w/ assignment desk, producers, gather/pkg info. Resume/ltr/tape, DVD to KCTV HR Department, Box 5555, Fairway, KS 64128-5555 or apply online to www.meredith.apply2jobs.com. Pos #KCTV503. App ddl 09/25/09.

REPORTER/VIDEOGRAPHER. Report for over-the-air newscasts, on web. Pref producing exp. Resume/ltr/DVD to Bridget Blevins, News Director, KQTV, 40th and Faraon Streets, St. Joseph, MO 64508; email bblevins@kq2.com. App ddl 10/01/09.

REPORT/ON-AIR PERSONALITY. Write, produce human interest stories, produce, conduct live shorts, generate story ideas, attend daily editorial meetings, assist producers w/ show content, do basic editing, fill-in hosting, make community appearances. Req passion for local programming, know Twin Cities, greater MN. Resume/ltr/tape, DVD to HR Department, KSTP-TV, 3415 University Avenue, St. Paul, MN 55114; email apply@hbi.com; fax 651-642-4314. No phone calls. App ddl 09/25/09.

COPY EDITORS. PT, 2-3 days/week. Write heads, proof. Req journalism background, know AP style, strong time mgmt skills, pref legal expertise, copy editing background. Email resume/ltr to Law Bulletin Publishing Co, HR Department, Chicago, IL, hr@lbpc.com. App ddl 09/28/09.

REPORTER. Req 1 yr exp, know community coverage, pref exp w/ video camera, editing software. Resume/ltr/5 samples to The Kane County Chronicle, HR Department, 333 N. Randall Road, St. Charles, IL 60174; email kchronicle@ymail.com. App ddl 09/28/09.

REPORTER. For diversified TV broadcasting group. Req go-getter who can write, report live & win the big story every day; understand how to generate sources; hungry for hard news; love great storytelling & making a difference; exp & strong live shot skills a plus. Send DVD to April Samp, KGAN News Director, 600 Old Marion Rd. NE, Cedar Rapids, IA 52402 AND apply online at <http://jobs.sbgnet.com/sbghire/JobManagement.jsp?pageMode=view&jobID=4548>.

SPORTS REPORTER. Cover high schools, share material w/ sister paper,

opptys to cover major events, college athletics, pro sports. Resume/ltr/clips to Mike Hutsell, Sports Editor, The Jeffersonville Evening News, 221 Spring Street, Jeffersonville, IN 47130; email mike.hutsell@newsandtribune.com. App ddl 09/28/09.

SPORTSWRITER. Cover area high schools, community college, add sports assignments. Req know AP style, ability to meet daily deadlines, pagination, photo skills, pref ability to shoot, edit video, resident of KS, NE, OK. Resume/ltr/sal req/3-5 samples to Make Vierthaler, Managing Editor, The Dodge City Daily Globe, Box 820, Dodge City, KS 67801. App ddl 10/05/09.

ASSISTANT EDITOR. Edit, write, production duties for print, website. Req 1-3 yrs exp, editing, writing, layout background, interest in Catholic thought, tradition, trends. Resume/ltr/sal req/clips to St. Jude League/Claretian Publications, HR Department, 205 W. Monroe Street, Chicago, IL 60606; fax 312-768-4035; email hr@claretians.org. App ddl 09/28/09.

STAFF WRITER. Research, write 1 major feature/issue, perform data collection, prepare standing features incl events calendar, biz briefs, restaurant guide, front-line copy editing, prepare weekly e-newsletters, prepare website, Facebook, Twitter updates, manage stand-alone digital production projects, ancillary publications incl digital bridal magz, annual dining guide. Req research, writing, technical skills, know Word, Photoshop, WordPress, html coding, AP style, pref magz exp. Resume/ltr/clips to Sandy Selby, Editor, Inside Columbia, 301 W. Broadway, Columbia, MO 65203; email sandy@insidecolumbia.net. App ddl 10/04/09.

EDITOR. Oversee content, tone, direction of cover story, lineup, article idea generation, assigning of stories, features/article writing, art planning, editing of freelance, staff copy, proofing. Req know online printing, ability to coordinate, contribute digital efforts incl blogging, e-newsletters, uploading of print material to website. Email resume/ltr/writing samples to Logan Aguirre, Associate Editor, GO Magazine, Springfield, MO, logan@springfieldgo.com and Matt Lemmon, Editor, matt@springfieldgo.com. App ddl 10/04/09.

WEB CONTENT PRODUCER. Research, write, edit, post content on web, mobile, social networks, edit sound, pictures, produce material for over-the-air, on web. Req strong writing skills, fluent in TV news, web-based info sharing. Resume/ltr/tape, DVD/refs to Perry Boxx, News Director, WKOW-TV, 5727 Tokay Blvd, Madison, WI 53719; email jmiller@wkowtv.com. App ddl 10/04/09.

INTERNET PRODUCER. Write, edit video, post breaking news, weather stories. Req know Photoshop, Flash, Pro Tools, Dreamweaver, Content Management Systems, Word, MAC. Resume/ltr to KSHB-TV, HR Department, 4720 Oak Street, Kansas City, MO 64112 or apply online to <http://scripps.com/careers>. App ddl 10/07/09.

RFP WRITER. Develop, prepare new biz proposals, finalist presentations, research, gather client/prospect background info, respond to, coordinate RFPs, RFI, coordinate mktg proposals, presentations, write non-technical sections, conduct quality assurance for all proposal materials, develop, manage, update content database. Req BA/BS, excel writing, editing, orgz, time mgmt, communication skills, know MS Word, PowerPoint, Excel, internet, graphic design exp, pref know retirement industry. Apply online to Aon Corp, Chicago, IL, <https://careers.aon.authoria.com/viewjob.html?optlink-view=view-57272&ERFormID=newjoblist&ERFormCode=any>.

SOCIAL MEDIA/COMMUNICATIONS INTERNSHIPS. 2 positions, 10-20 hours/week, 1-2 yr period. Develop blog, brand identity, speaking materials, admin event process online, utilize twitter to brand company, build network, engage constituents, assist in planning events, activities, research/report on new technologies, study trends in social communications, assist in building sales pipeline. Req know web 2.0, social media tools, interest in biz, journalism, PR, mktg, excel communication, orgz skills, own PC, type 50-60 wpm, know PowerPoint, Word, Excel. Unpaid for 3 months, then becomes paid position. May work from remote location w/ occasional meetings at office. Email resume/ltr to Social Boomerang, Dublin, OH, info@socialboomerang.com.

REPORTER. Cover meetings, events, develop sources, shoot photos,

update breaking news on website. Req recent grads or exp. Apply online to Matt Johnson, Managing Editor, Vernon County Broadcaster, Viroqua, WI, www.rivervalleynewspapers.com. App ddl 09/28/09.

West/Southwest

ONLINE STAFF WRITER. Report & write daily on short news analysis items, blogs & how-to content; generate ideas; stay current with technology trends; some travel. Req 2 yrs FT exp as online reporter for a news, business or technology site; exp reporting on technology news & trends analysis; able to generate story ideas; know social networking & online apps pref. Must have portfolio of clips w/ proven traffic of traffic generation. Apply online to CXO Media, Inc. at <http://www.candidatemanager.net/cm/Micro/JobDetails.aspx?&mid=YFYGT&sid=BBCXAZ&jid=FBAZBAZAZ&site=IDG&a=ITc62c6fRhU%253d&b=9Wr3fiaISvI%253d>.

PUBLICIST. 11/16/09-02/10/10. Work extended hours, weekends for festival, publicize assigned festival, institute programs, work w/ external publicists hired to represent films in assigned festival categories, input, manage info in database, track/update contact info for filmmakers, assist in creation of media lists, coordinate interviews, coverage for assigned media partners, coordinate interview requests, write press releases, pitch stories to attending journalists, complete festival wrap notes. Req 2 yrs PR, media relations, special event exp, excel interpersonal, communication, writing skills, driver's license, pref BA/BS communications/rel, know film, film industry. Apply online to Sundance Film Festival, Park City, UT, www.sundance.org/jobs/browse.asp?id=155. App ddl 10/28/09.

ASSISTANT COORDINATOR, COMMUNICATION AND TRAINING. 10/21/09-02/26/10. Maintain, track communication w/ festival volunteers, oversee volunteer email inbox, phone, answer inquiries, maintain volunteer database, coordinate volunteer communication plan, plan/oversee volunteer social events during festival, admin duties. Req BA/BS, exp w/ customer service, professional communication, know project mgmt, Word, Excel, Outlook, relational databases, excel interpersonal, communication skills, driver's license, pref exp working w/ large event. \$500/week. Apply online to Sundance Film Festival, Park City, UT, www.sundance.org/jobs/browse.asp?id=144. App ddl 10/07/09.

SPORTS REPORTER/PHOTOGRAPHER. Cover 2 high schools, outdoor recreation. Req strong sports news, sports feature writing, photography, people skills. \$20K-\$25K. Resume/ltr/clips/refs to Publisher Matt Adelman, Douglas Budget, PO Box 109, Douglas, WY 82633; email publisher@douglas-budget.com.

WRITER. Req know ski, mountain sports industries. Check www.theskichannel.com, know it inside/out before applying. Apply online to The Ski Channel, Pacific Palisades, CA, www.entertainmentcareers.net/id/?id=100255.

FINANCIAL CRIMES INVESTIGATIVE ANALYST/SAR WRITER. Analyze potentially suspicious financial activity using internal databases, external investigative tools, produce reports for review by supervisor, file w/ Financial Crimes Enforcement Network of Treasury Dept. Req excel writing, analytical, communication, investigative skills, know Word, Excel, LexisNexis, pref BA/BS, exp in financial/legal industries, exp in Bank Secrecy Act, Anti-Money Laundering compliance, law enforcement, credit card industry. Apply online to AMEX, Phoenix, AZ, http://www212.americanexpress.com/dsm/live/dsm/int/staffing/staffing_careershome_us.do?vgnextoid=0c0d4132bd310210VgnVCM100000defaad94RCRD

PROCEDURE DEVELOPMENT SPECIALIST. Revise, write material for reports, manuals, briefs, proposals, instruction books, catalogs, rel technical, admin publications, access mfr's catalogs, drawing, data rel to operation, maintenance, service of eqt, orgz material, complete writing assignment, draft speeches, articles, public or employee relations releases. Req AA/AS technical writing/technical communication, MS Word skills, US or naturalized citizen, pref exp writing/editing industrial operating, maintenance procedures. Apply online to URS, Pueblo, CO, <https://www.urs.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=38695&CurrentPage=1>.

PUBLICATIONS SPECIALIST. Assist w/ creating computer-based

interactive training products, develop, write, compile, edit product-rel technical, training, mktg materials for publication in hardcopy, electronic formats. Req BA/BS rel field or 2 yrs exp creating computer-based training modules in Flash development environment, communication, analytical, computer skills. Apply online to Affiliated Computer Services, Inc, Tucson, AZ, https://acs71.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=29346&szReturnToSearch=1&szWordsToHighlight=bachelor.

GRANT WRITER. Administer grants, corporate gifts program to support education, career, educational guidance, service learning, natural resource mgmt, ecosystem restoration, recycling, summer youth programs, handle prospect research, concept development, write/submit grant proposals, corporate sponsorship pkgs, monitor progress, track/report grant results. Req BA/BS, successful track record in nonprofit fundraising, commitment to youth development, orgz skills, pref 3 yrs grant writing exp, know Raiser's Edge. Apply online to Conservation Corps North Bay, Novato, CA, www.conservationcorpsnorthbay.org/ccnb/getJob.action?jid=14.

COMMUNICATIONS ASSOCIATE. Assist in development, implementation of editorial calendar across internal communications platforms incl social media sites, employee intranet, licensee extranet, electronic newsletters, email campaigns, research, write, edit articles for publication, serve as editor for monthly internal newsletter, bimonthly licensee newsletter, assist w/ branding, art direction. Req BA/BS, 2-4 yrs communications exp, excel communication, writing, editing skills, know AP style, strong computer, web literacy, pref on-camera presentation skills. Apply online to Walt Disney Company, Glendale, CA, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=206606&szReturnToSearch=1&sz.

GENERAL EDITOR. Edit original, wire copy for ESPN's local sites, write headlines, blurbs, link text to position story for users, assess content available from sources for daily news coverage, programming needs, produce content. Req online media content prep exp, appreciation of news, story play, pop culture, know AP style, grammar, excel headline writing, communication, writing skills, pref BA/BS communication arts/journalism/new media, 3-5 yrs exp in editorial assignments for traditional or new media. Apply online to ESPN, Seattle, WA, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=202248&szReturnToSearch=1&szWordsToHighlight=.

NEWS ASSISTANT. PT/FT. Log tapes for stories, music usage, search tape files for video, answer phones, run teleprompter. Req BA/BS or current college coursework. Upload resume to ABC7, Glendale, CA, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=190305&szReturnToSearch=1&szWordsToHighlight=entry%20level.

COMMUNICATION ASSISTANT. Work in-studio w/ on-air personalities. Pref BA/BS, call-screening or other radio exp. Apply online to Radio Disney Network, Glendale, CA, https://disney.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=205395&szReturnToSearch=1&szWordsToHighlight=entry%20level.

WRITER/EDITOR. Write, edit content for print, online use, contribute to dept communications strategy, contribute to publications content, design concept, development, copy edit content, proof publications, edit ad hoc print, online materials, write, edit newsletter articles, brochures, press releases, media advisories. Req BA/BS Eng/journalism/communications, portfolio of published economics/biz work. Apply online to Federal Reserve Bank of San Francisco, San Francisco, CA, https://federalreserve.myvurv.com/MAIN/careerportal/Job_Profile.cfm?szOrderID=10334&szUniqueCareerPortalID=4fc846a4-a043-407f-8921-0d63f4ee0e10&source=Indeed.com&sourceType=PREMIUM_POST_SITE.

SOCIAL MEDIA MANAGER. Monitor social media outlets, contribute to external social media sites, manage social networking programs, use social media during key events. Req social media expert, strong project mgmt, communication skills, know biz-to-biz mktg, pref PR exp. Apply online to Documentum, Pleasanton, CA, https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20085&siteid=5109.

COMMUNICATIONS REPRESENTATIVE. Develop, plan, conduct PR, goodwill programs to improve, support F-35 program w/ public, industry, stockholders, employees, plan, prepare, write disseminate info utilizing print, broadcast media, magz, speeches, scripts, intranet, internet, submit photos, represent company at press conferences. Req BA/BS, 3 yrs professional exp or MA/MS, 1 yr professional exp. Apply online to Lockheed Martin, TX, https://jobs.brassring.com/EN/asp/tg/cim_jobdetail.asp?sec=1&partnerid=25037&siteid=5010&jobId=143134&type=search&JobReqLang=1&records_tart=151&JobSiteId=5010&JobSiteInfo=143134_5010&QId=0&codes=in-indeed.

WEB COMMUNICATIONS ASSOCIATE. Oversee, maintain website, provide statistical analysis on web performance, monitor site traffic, assist w/ search engine optimization exercises, monitor orgz's profile on social networking sites, prepare monthly e-newsletters, post articles/stories to website, write, produce technical documentation on content production processes, procedures, workflow, coordinate training. Req BA/BS, 2 yrs exp, exp editing, debugging, know Dreamweaver, Photoshop, Illustrator, Flash, skill in graphic design, editorial illustration production, strong customer service, problem-solving skills, nonprofit exposure. Apply online to Global Fund for Women, San Francisco, CA, <http://www.feminist.org/911/jobs/jobdescription.asp?jobID=26589>. App ddl 09/27/09.

Multi-Regional/International/Freelance

CALL FOR ENTRIES. Seeking literary essays about experiences living, working in Cuyahoga Valley Natl Park for collection about life in natl parks. Diverse park exp desired, societal, environmental, existential implications of living in park; humor welcome. Writers will receive \$100 for their essay + copy of collection. Manuscripts shld be typed, double-spaced, 12 point Times New Roman or Courier font, standard formatting, max 5K words. Email submissions to submissions@bonafidebooks.com (subj: Permanent Vacation w/ title of work). For info contact www.bonafidebooks.com. App ddl 01/05/10.

NATURE POETRY CONTEST. Seeking nature poems max 28 lines. \$1K 1st prize; \$300 for runner-up; \$350 Tasmanian resident's award; \$200 emerging poet's award for unpublished poet. For info contact 2009 Inverawe Nature Poetry Competition, www.inverawe.com.au. App ddl 10/12/09.

INVESTMENT WRITER. Write press releases, mktg material, client reports, presentations, fact sheets. Req degree, investment mgmt exp, investment writing background, pref economic/financial-rel degree; will consider Eng/journalism-rel. Apply online to Morgan McKinley, London, UNITED KINGDOM, <http://jobs.thedeal.efinancialcareers.com/job-400000000537313.htm?keywordAny=writer/>

FREELANCE HEALTH/FITNESS WRITERS. Write articles for website on health, fitness, lifestyle. Articles vary in length, format, cover wide array of categories incl health, fitness, diet, nutrition, sports. \$20/article average, paid weekly into PayPal account. Upload resume/ltr/writing sample at Livestrong.com, http://www.demandstudios.com/health-writing-jobs.html?utm_source=writejobs&utm_medium=LSpost&utm_campaign=anding; email demandwriters@yahoo.com.

FREELANCE WRITERS. For 4 writing positions: 1) SparkLife—daily blog covering books, new media, dating for high schoolers; 2) Test Prep—blog for test prep portion of site, write about SAT, ACT; 3) College Admissions—work in college admissions office, write about college application process for new blog, www.sparknotes.com/college/blog, and 4) Literature—produce new translations in No Fear Shakespeare and No Fear Literature series, <http://nfs.sparknotes.com/>. Email resume/ltr/samples to SparkNotes, Barnes & Noble, New York, NY, comments@sparknotes.com (subj: position of interest).

FREELANCE ENTERTAINMENT REPORTER. Produce content for entertainment website. Avail shifts are: 2 pm-5 pm weekdays; 6 pm-9 pm weekdays; Fri/Sat evenings. Req know entertainment industry, celebrity news, TV, music, movies, ability to source, produce news articles in house style, ability to upload content to site using in-house content mgmt system, orgz skills. \$10-\$15/hour. Email resume/ltr/3 news articles in style of Digital Spy news article/3-4 headlines that warrant coverage on digitalspy.com to Mr. Neil Wilkes, Editor of Digital Spy, usrep0109@digitalspy.co.uk.

NFL CORRESPONDENT/REPORTER. Pitch, report, submit NFL news stories, research/write stories. Req 2 yrs sports writing, reporting exp, know NFL, professional football, interviewing, computer, communication skills, news judgment, know journalistic ethics, libel laws, ability to telecommute using AHN Virtual Newsdesk, pref current NFL or team credentials. Apply online to AHN Sports, http://careercenter.allheadlinenews.com/cgi-bin/careercenter/listing.pl?job_id=CE0701.

ASSISTANT EDITOR. Research, report, write, edit professional articles for monthly biz magz, assist w/ production, assign articles, work w/ freelancers, photographers. Req BA/BS, editorial exp. Email resume/ltr to American Chamber of Commerce, EGYPT, hrdepartment@amcham.org.eg (subj: Job Code 32161); fax 3338-0850.

COMMUNICATIONS OFFICER. 1-yr position. Develop, monitor communications, public information strategy/plan, support advocacy, awareness raising activities, write press releases, articles, edit speeches, produce, update promotional materials incl reports, brochures, folders, assist w/ planning, publicizing, carrying out special events, answer media, press inquiries. Req MA/MS journalism/PR/social sciences/rel, 3 yrs exp in PR, advocacy, media relations, exp working in multicultural environment, fluent Eng/Arabic languages, communication, analytical, orgz skills, pref exp w/ development issues. Apply online to Economic Diversification Support Programme, Sana'a, YEMEN; http://jobs.undp.org/cj_view_job.cfm?job_id=12339. App ddl 10/05/09.

FREELANCE TRAVEL WRITER. Submit already written articles, research, write articles based on provided topics; more experienced writers will be offered assignments to travel, visit specific locations to review. Req HS grad, exp in travel writing online or in print, well-traveled, excel Eng language skills. \$50/pre-written article to \$1K + expenses for specific assignments. Apply online to Perspective Magazine, <http://www.jobabroad.com/listingsp3.cfm/listing/66039>.

RESEARCH EDITOR. Research, record, update details on politically influential people worldwide, use electronic, non-electronic published sources incl govt websites, biographical directories, extract data, adhere to guidelines on selection, level of personal details reqd. Req BA/BS, know intl affairs, political landscape in Spain, research/editorial exp, orgz, proofing skills, fluent Eng/Spanish. Email resume/ltr to Dow Jones & Co., Barcelona, SPAIN, emearecruitment@dowjones.com.

DIGITAL PRODUCER. Req digital journalism exp, know news agenda, exp in website's subject areas, pref exp in still photography, video, Flash graphics. Email resume/ltr to Wall Street Journal.com, London, UNITED KINGDOM, emearecruitment@dowjones.com.

DEPUTY NIGHT EDITOR. FT/PT for overnight shift. Manage breaking news, build homepage w/ copy, pictures, multimedia, user-generated content, publish stories, multimedia from staff reporters, agencies, monitor web, wires, radio, TV news for leads. Req strong journalistic track record, writing skills. Apply online to News.com, Sydney, AUSTRALIA, <http://jobview.careerone.com.au/GetJob.aspx?JobID=83391459&sort=rv.dt&cn=%22News+Digital+Media%22&cv=AU&vw=b&vw=b&AVSDM=2009-09-14+19%3a44%3a00&pg=1&seq=1>.

Good luck!

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