Position: Editorial Associate

Reports to: Editor of The American Philatelist

Salary range: $32,000–$36,000 depending on qualifications

Description: Will work as a nonexempt position as part of the American Philatelic Society staff at its Bellefonte, Pennsylvania, location. Will work normal hours of 8 a.m. to 4:30 p.m., Monday through Friday.

General Responsibilities:

Coordinate and organize the flow of editorial material from contributors and columnists to The American Philatelist and the Philatelic Literature and Review. Support the editor in the developing an editorial calendar along with assistance in planning and executing a social media strategy for the American Philatelic Society. Minimal stamp show travel is also possible.

Skills/Software Required

Bachelor’s degree preferred in appropriate discipline: Journalism, English, Communications, American History, World History

Social Media experience: Facebook, Twitter, and others

Strong work ethic and organizational skills

Microsoft Office suite (Word and Excel)

Skills/Software Desired

Stamp collecting knowledge

Adobe products (InDesign, Photoshop, InCopy)

Design skills (magazine layout, graphic design)

Ability to write book reviews on works submitted

Primary Responsibilities:

Manage and assist in the review of manuscripts submitted by authors for The AP and The PLR

Keep in close contact with authors via phone and e-mail on the status of their submissions

Scan in items from authors or reference collection that accompany articles

Experience in writing, editing, and proofreading

Posting items to social media sites
Secondary Responsibilities:

Proofreading e-newsletters, fundraising mailings, general APS pamphlets, dealer newsletters, and other APS created text-heavy items.

Press release writing

Other duties as assigned

Applications will be accepted until position is filled.

Apply with resume and cover letter to:
American Philatelic Society
Editor, The American Philatelist
100 Match Factory Place
Bellefonte, PA 16823
phone: 814-933-3803 fax: 814-933-6128
e-mail: jbigalke@stamps.org