

ARRL The National Association for Amateur Radio

Job Description Assistant Editor

Position: Assistant Editor

Reports to: The Managing Editor

Classification: Non-Exempt, Hourly

Pay Range: \$22.00 to \$26.00 per hour based on experience

Summary

The Assistant Editor is a member of the Publications Department and is primarily responsible for developmental editing, copyediting, fact-checking, and, when necessary, rewriting features and columns for *QST*—ARRL’s monthly amateur radio publication—as well as other ARRL periodicals and e-publications (e-newsletters, e-books, etc.), in accordance with their respective house styles. The role also includes formatting *QST* manuscripts using designated templates. Feature writing assignments for *QST* may also be assigned.

When workload allows, the Assistant Editor will edit content submitted by other departments (e.g., Marketing, Development, Education) to ensure correct grammar, spelling, and usage, while maintaining consistency with ARRL house style. Additional clerical and administrative duties may be assigned as needed.

Essential Functions & Responsibilities:

- Edit articles and content for *QST* and other ARRL publications.
- Collaborate with internal departments and freelance contributors.
- Apply and maintain templates and formatting for incoming manuscripts.
- Uphold and update editorial style sheets for ARRL publications.
- Edit and assist in the production of ARRL’s e-publications.
- Write original content for *QST* and digital channels.
- Write engaging posts for social media and other digital platforms.
- May be required to support special editorial projects as assigned.

Performance Measurements:

- Contribute to creating positive energy in a collaborative team atmosphere, showing excitement and pride in the team’s work and being accountable for results.
- Deliver clean, accurate, and well-formatted editorial content in line with ARRL’s style and quality guidelines.
- Meet all publishing deadlines, especially those related to print schedules.
- Maintain a high level of accuracy, clarity, and editorial consistency.

Knowledge and Skills:

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| Experience | Two to three years of relevant editorial or publishing experience. |
| Education | Bachelor's degree in a non-technical discipline (e.g., BA, BFA, BBA), or Recognized industry certifications or equivalent professional experience. |
| Interpersonal Skills | The role requires frequent interaction with individuals both within and outside the organization, focused on fostering collaboration, resolving issues at the initial level, and building strong working relationships. These conversations often involve sensitive matters, requiring a high level of discretion, professionalism, and tact. |

- Other Skills
- Excellent command of English grammar, spelling, and usage.
 - Strong reading comprehension skills.
 - Strong copyediting skills, including:
 - Clarity and conciseness
 - Logical structure and flow
 - Fact-checking and content accuracy
 - Proficient in researching, organizing, and synthesizing information.
 - Solid writing skills, with the ability to adapt tone and style as needed.
 - Ability to manage multiple projects and meet overlapping deadlines.
 - Strong interpersonal and communication skills; diplomatic and clear in all forms of communication.
 - Social media literacy and understanding of digital content best practices.
 - Technician-class (or higher) amateur radio license preferred.

Physical Ability to sit for extended periods of time.
Requirements Prolonged use of computer and related equipment.

Work Onsite position in a professional office setting located in Newington, CT
Environment