PPAI - Associate Editor

**Job Summary:**

Seeking a strong and experienced writer for a key role within a small, busy team of media professionals. Primary responsibilities include researching and writing assigned long-form articles for the Association’s monthly magazine, proofreading copy for other PPAI publications and other departments, and seeking out fresh story ideas and innovative communication methods.

**Key Duties and Responsibilities:**

- Research, write, obtain photos and post articles on deadline for assigned sections in each issue of *PPB* magazine.
- Proofread copy for *PPB Newslink* twice weekly and for *Promotional Consultant Today* and other publications as assigned.
- Research and write other articles for *PPB*, including features, as assigned.
- Research and write assigned articles for show issues of *PPB Newslink*.
- Contribute to monthly, semi-annual and annual editorial planning and idea-sharing sessions.
- Proofread copy submitted by other PPAI departments including ads, articles, emails, letters and annual report.
- Serve as co-liaison to the Editorial Advisory Council.
- Represent *PPB* and PPAI at industry shows and events.

**Required Skills, Knowledge and Abilities**

- Bachelor’s degree from a four-year college or university
- A minimum of four years of published writing experience for a print or digital publication.
- Demonstrated ability to seek out story ideas and experts from a variety of sources.
- Excellent long-form writing skills.
- Demonstrated ability to effectively interview sources in person and by phone.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Powerpoint) and Word Press.
- Strong organizational, prioritization and project management skills and the demonstrated ability to manage multiple projects and meet deadlines.
- Desire and ability to build and maintain business relationships with members, subject matter experts and other professionals inside and outside of the industry.
- Excellent communication skills (verbal, written and presentation).
- Experience with digital publications, apps and alternative media tools a plus.
- Demonstrated experience as an active participant in a team environment.

**Reports to:** Editor  
**FLSA Status:** Exempt