



Associate Editor/Office Manager

This remote position encompasses administrative, writing and marketing roles at 10 hours/week. Candidate should be highly organized, have strong oral, written and proofreading skills, be self-motivated with a can-do attitude, and be comfortable with technology, including MS Office, Dropbox and Google Drive. The new hire will also use Wix to update *Matters Magazine's* website, and HubSpot, our Customer Relationship Management (CRM) system.

Administrative

Keep track of receivables (mail invoices and contact advertisers who haven't paid); request freelancers' invoices; ensure salespeople have necessary materials; order office supplies; maintain office calendar.

Manage "board" for each issue, ensuring that it matches the information in HubSpot. Complete necessary paperwork for incoming ads and keep track of advertisers participating in various promotions.

Maintain spreadsheets with mailing information and delivery lists for driver for each issue.

Writing and Editing

Local Matters: compile event information and photos from local non-profit organizations, and send to editor for inclusion in the magazine.

Shopping Page: keep list of advertisers eligible to participate, and brainstorm a shopping page theme; arrange a time with advertiser to select and pick up items to be photographed; write up description, price and advertiser contact information and provide to editor-in-chief.

Guides: *Matters* produces various guides throughout the year. The associate editor researches and writes information in a consistent voice for the school, camp and holiday gift guides and provides content for salespeople to confirm advertiser approval.

Story Ideas: evaluate story ideas from outside sources; brainstorm new stories and promotions with editor-in-chief.

Proofing issue: Carefully read entire issue from cover to cover prior to its final printing. Make comments, changes and suggestions as necessary.

Technology

The associate editor should be comfortable with technology and able to troubleshoot basic computer-related issues.

Update the website for each issue with stories, accompanying photos, and ads.

Matters

M A G A Z I N E

To apply, email your resume to jobs@mattersmagazine.com along with a note describing why you are interested in this position.