

## Assistant Editor, New Hampshire Group

The assistant editor is responsible for supporting the daily editorial operations of Yankee Publishing's New Hampshire Group, specifically New Hampshire Magazine and New Hampshire Business Review. In addition to assisting with the biweekly development of the newspaper and monthly creation and production of the magazine, the assistant editor may also create and update content for social media accounts and websites; serve as an editorial liaison for the Advertising Sales Department, and help develop content for related events, both in-person and virtual. The role requires the capacity to meet tight deadlines, a thorough understanding of APA style guidelines, and the ability to work collaboratively with a variety of departments.

This position is one of three being developed in the newly restructured editorial department of the New Hampshire Group. As such, while the general duties are as described above, emphasis on one or the other publication or aspect of the role may evolve given the aptitudes, interests, and skills of candidates.

### **RESPONSIBILITIES:**

- Create written editorial content for *New Hampshire Business Review*, *New Hampshire Magazine*, and sister publications *New Hampshire Magazine's Bride* and *New Hampshire HOME*.
- Edit, proofread, and correct copy according to the publication's style standards.
- Assist with creating and updating layouts for editorial and advertising content.
- Place advertising content onto pages and collaborate with the Advertising Sales department to ensure that ads are correct.
- Assist with maintaining updated and accurate content on brand websites.
- Assist with social media management for the publications.
- Create special online content in collaboration with Digital Media Specialist when needed.
- Assist with the creation of sections and materials for annual events such as Best of NH, Top Doctors, Best Lawyers and Best Dentists, Outstanding Women in Business, The Business Excellence Awards and the Best of Business Awards.
- Attend and support company events.

### **REQUIREMENTS:**

- English/Journalism degree and/or equivalent work experience.
- 1–2 years of newspaper, magazine or book editorial experience preferred.
- Excellent knowledge of AP Style, general familiarity with digital publishing tools, and an

understanding of the Adobe Creative Suite including Adobe InDesign and Adobe Photoshop.

- Demonstrated ability to organize, multitask, schedule work and meet deadlines.
- Should possess excellent knowledge and appreciation of social media; has a basic understanding of updating websites via a content management system.
- Excellent interpersonal skills and the proven ability to build and maintain relationships.
- Must have a strong attention to detail when it comes to writing, editing and proofing.
- Occasional travel and event participation may be required, that may include evenings and weekends.

*New Hampshire Magazine* and *New Hampshire Business Review* are published by The New Hampshire Group of Yankee Publishing, Inc. Yankee Publishing, Inc. is 100% employee-owned and offers a generous benefits package, including health, dental, flexible spending accounts, paid holidays and vacation, 401K plan with employer match, and an Employee Stock Ownership Plan (ESOP).

Yankee Publishing provides a collaborative working environment along with a welcoming, inclusive corporate culture, where individuals are recognized for their contributions. We believe in diverse representation and strongly encourage people of color, the LGBTQ+ community, veterans, those with disabilities, and individuals from other underrepresented groups to apply.

The assistant editor position is not a remote position. We are looking for a candidate that is willing to work in a hybrid setting; working from home, as well as in the office. We also prefer a candidate from the State of New Hampshire or has a history with the state. If you are applying and live outside of New Hampshire or the outlying area, please indicate that you are willing to relocate in your cover letter.

Apply online, <https://ypi.com/work>, and please provide the following:

- Your Resume
- A Cover Letter
- Two professional writing samples (attach these in a pdf or link them in your cover letter)

No phone calls or agency referrals accepted