

Assistant Editor, *The Old Farmer's Almanac*

Job Description:

The Assistant Editor plays a crucial role in providing editorial support and contributing to the development and completion of *The Old Farmer's Almanac* publications, products, and media. This position involves a range of tasks, including fact-checking, proofreading, researching, writing, and editing. The Assistant Editor will work collaboratively with editors to ensure high-quality content that meets our standards and contributes to increasing revenue.

The assistant editor position is a hybrid position that requires working in our Dublin, New Hampshire office 3 days per week.

Key Responsibilities:

- Conduct thorough fact-checking to ensure accuracy in all publications and media.
- Perform meticulous proofreading to identify and correct errors in grammar, punctuation, and spelling.
- Conduct research to support content creation and development.
- Write and edit articles, features, and other content types as assigned.
- Collaborate with editors in the conception, development, and completion of various publications and media products.
- Communicate editorial changes clearly and effectively to team members.
- Manage content in digital environments, utilizing software such as Microsoft Word, Adobe InDesign, and Adobe Acrobat.
- Utilize web content management systems to update and maintain online content.
- Organize and prioritize tasks to meet deadlines consistently.
- Work both independently and as part of a team to achieve editorial goals.

Requirements:

- Bachelor's degree or equivalent in a liberal arts field.
- Excellent research, writing, and grammatical skills.
- Exceptional attention to detail with a keen eye for mistakes.
- Strong ability to collaborate with editors and communicate changes clearly.
- Proficiency in digital environments, including familiarity with Microsoft Word, Adobe InDesign, and Adobe Acrobat.
- Experience with web content management systems.
- Ability to consistently meet deadlines.

Preferred Qualifications:

- 3-5 years of consumer media editorial experience.
- Interest in one or more of the following areas: gardening, astronomy, history, folklore, weather, sustainability, or other Old Farmer's Almanac interest areas.

The Old Farmer's Almanac has been part of Yankee Publishing's media lineup since 1939. Yankee Publishing is an independent media company that produces print, digital and television media from beloved and enduring brands such as *The Old Farmer's Almanac*, *Yankee*, and *New Hampshire Magazine*.

Yankee Publishing 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.

How to Apply: Interested candidates should complete an online application and submit their **resume**, **cover letter**, and relevant **writing samples** to: <https://ypi.com/employment/>