

## **Associate Editor, *Yankee Magazine***

We are seeking an organized and detail-oriented Associate Editor to join our dynamic editorial team. In this role, you will work closely with the Managing Editor to support all aspects of producing six annual issues of Yankee magazine, along with special-interest digital and print publications, and custom content. You will play a key role in ensuring our editorial products meet high standards for accuracy, engagement, and visual presentation.

### **Key Responsibilities:**

- Write and edit content for print, digital, and custom publishing needs, ranging from captions and sidebars to full-length reported stories.
- Collaborate with the Managing Editor to prepare magazine and digital products for publication.
- Proofread, fact-check, and research to maintain editorial accuracy across all platforms.
- Serve as the first reader for unsolicited manuscripts and story queries, evaluating potential for publication.
- Act as the primary point of contact for reader queries, emails, and letters.
- Write and edit content for print, digital, and custom publishing needs, ranging from captions and sidebars to full-length reported stories.
- Participate in editorial meetings, contributing ideas and helping to plan future stories.
- Conduct research to assist Senior Editors in enhancing feature stories and generating new content ideas.

### **Qualifications:**

- Bachelor's degree or equivalent in a liberal arts field.
- Minimum of two years of editorial experience.
- Demonstrated ability to write engaging copy that meets professional standards for grammar and accuracy.
- Strong research and proofreading skills.
- Proficient in Microsoft Word, Excel; familiarity with Adobe InDesign is a plus.
- Experience with web technology and editorial content management systems.
- Ability to handle multiple tasks under tight deadlines in a fast-paced publishing environment.
- Knowledge of New England and Yankee's sensibility is an asset.
- Ability to work on-site a minimum of three days a week, in our Dublin, New Hampshire office.
- Some travel may be required for writing assignments.

**Why Join Us?**

This is an exciting opportunity for a talented editor to grow their skills and make meaningful contributions to a well-respected publication. You'll have the chance to work on a variety of editorial projects and collaborate with a passionate and creative team.

*Yankee Magazine* is closing in on its 90<sup>th</sup> year of telling New England's story. Yankee Publishing is an independent media company that produces print, digital and television media from beloved and enduring brands such as Yankee, The Old Farmer's Almanac, and New Hampshire Magazine.

Yankee Publishing is 100% employee-owned and offers a generous benefits package, including health, dental, a flexible spending account, 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:**

If you have a passion for learning, a keen eye for detail, and the ability to thrive in a fast-paced editorial environment, we'd love to hear from you. Please apply online, supply your resume, cover letter, and relevant writing samples to: <https://ypi.com/employment/>