Assistant Content Editor

Position: Assistant Content Editor  
Department: Publication Services  
Reports to: Director of Creative Operations

Position summary:
Responsible for assisting print and digital editors on all matters of content, planning, editing and production as determined by the editors and/or management. Fulfills assignments, including editing, rewriting and other steps, to ensure all products meet deadlines; maintain quality; and meet the needs of clients and readers for accurate, engaging, well-researched healthcare information. May serve as primary editor for client or Coffey content as assigned, working independently or under the direction of an editor or management. May be responsible for fulfilling writing assignments on a part-time basis. Works closely with writers to ensure completed assignments meet expectations.

Essential job functions:

- Assists print and digital editors with all editing and production related tasks, including but not limited to planning and developing content, creating writing assignments, entering assignments in the database, editing, clearing editing, fact-checking queries, organizing materials, collaborating with writers, securing source approvals and preparing Coffey content for uploading to netWorks.

- Assists with the editing of content as required. Helps ensure that content is accurate, clear and based on reliable information from primary sources. Rewrites copy as needed. Assists editors with copy fitting and making text corrections in layouts.

- Is responsible for editing and production of projects, as assigned.

- Maintains working knowledge of Coffey style, clients’ needs and how the department relates to and can best serve needs of clients and other Coffey departments. Understands and works in harmony with Coffey editorial policy and direction.

- Is familiar with major medical, hospital industry and managed care issues, including treatment breakthroughs and/or changes; technology; diagnostic procedures and prevention measures. Develops and maintains an understanding of health literacy issues; assigns and edits content accordingly.

- Reviews progress of content throughout production cycle to assure that all tasks are completed on schedule. Coordinates adjustments to schedules as necessary to assure that all tasks are completed in a timely manner.
• Assists with editing of overrun in client publications. On behalf of editors, works to fulfill client content requests and responds to queries from clients regarding accuracy of library articles.

• Runs client usage reports for content libraries and offers story ideas based on results.

• Completes netWorks tasks as assigned. Prepares topics proofs for netWorks tasks, marks each issue complete in the database, and reviews each issue as it goes live. Troubleshoots and works with other netWorks staff to fix any problems during the process.

• Uses the Coffey timekeeping system to keep an accurate record of time spent on various job activities.

Other responsibilities:

• Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

Education, experience and skills required:

• Bachelor’s degree in English, journalism, communications, marketing or equivalent experience. Knowledge of journalistic procedures, policy, ethics and standards.

• Experience working as part of an editorial team, with ability to successfully collaborate with other employees and maintain editorial standards and procedures.

• Ability to distinguish between recognized medical authorities and sources and secondary sources.

• Ability to read, comprehend and edit complex medical information in a manner easily understood by the lay public.

• Ability to manage, analyze and pursue projects independently. Demonstrates clear progress in initiative and creative analysis. Excellent judgment.

• Strong verbal and interpersonal skills. Possesses a positive, can-do attitude toward client needs and requests; works collaboratively with colleagues in an effective, harmonious, respectful manner; communicates clearly and confidently.

• Ability to accomplish the described duties through the use of appropriate computer and general office equipment.