***Rural Community Assistance Corporation***

**Job Description**

***Editorial Assistant***

***Classification:*** *Grade C* ***Department:*** *Communications, Development & Events (CDE)*

***Status:*** *Non-exempt* ***Supervisor:***  *Communications or Fund Development Manager*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals. For more than 40 years, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Communications Development and Events (CDE)**

The CDE department is responsible for raising funds, managing all communications and supporting events for the corporation. The Communications team creates multiple publications, manages social media, media outreach and marketing. The Development team manages funder relationships, researches and writes proposals for private and government funding. The Events team supports hundreds of training workshops each year in addition to conferences and other events, both internal and external.

**Definition:**

The editorial assistant works with the communications and development teams to create professional level materials including articles, press releases, website content, email blasts, marketing materials and development proposals. Major responsibilities include, but are not limited to proofreading, editing, fact checking, researching, writing, coordinating document review and distribution, assembling, packaging and mailing development proposals, assisting with website posts, providing administrative assistance and collaborating on special projects as needed.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Examples of responsibilities and duties include, but are not limited to the following:**

* Proofread and edit a high volume of written materials
* Review news articles and write brief summaries for website
* Post items to website as needed
* Assist with online publications and social media as needed
* Assist with developing departmental presentations including trainings and webinars
* Coordinate projects to ensure deadlines are met
* Package and submit proposals as needed
* Provide administrative support to the Communications and Development teams

**Skills and Qualifications**

* Knowledge of English language, grammar, spelling and punctuation
* Experience using the AP style; ability to learn and implement RCAC style, specifically active voice
* Able to work both independently and collaborate with multiple teams and departments
* Use a personal computer at high-level proficiency using Excel, Word, and Outlook
* Use spreadsheet, database, publishing and presentation programs
* Work with minimum supervision and effectively prioritize multiple tasks
* Ability to follow detailed instructions
* Ability to take initiative, problem solve
* Ability to organize and prioritize work to meet established timelines
* Effectively listen and communicate both verbally and in writing

**Preferred Education and Experience:**

English, journalism or communications degree, either bachelor’s or associate degrees or experience may be substituted for education.

Experience with writing, editing, graphic design, social media and other publications. Related experience may be substituted for education.

**Physical Job Requirements**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day).

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to manipulate; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*