

TITLE: Science Editor/Writer

DEPARTMENT: Publications

REPORTS TO: Senior Publications Program Manager – Magazines

FLSA: Exempt

A. Basic Function

The Science Editor/Writer will develop and produce content related to the agronomic, crop, soil, and environmental sciences for *CSA News* magazine with the goal of helping to meet the strategic objectives of the American Society of Agronomy (ASA), Crop Science Society of America (CSSA), and Soil Science Society of America (SSSA). In addition to scientific content, the Science Editor/Writer will write about news and other information of interest to the core and growing audiences of *CSA News* and provide additional editorial support to *Crop & Soils* magazine. The Science Editor/Writer will review and edit additional editorial content and maintain a productive, positive relationship with society members, authors, staff, and freelancers.

B. Responsibilities

1. Principal Duties, Functions

Primary

- Collaborate with volunteer scientists, Society members, and staff to develop compelling scientific content in the agronomic, crop, soil, and environmental sciences to inform and educate the magazine's core and expanding audiences as well as promote the research and activities of Society members.
- Serve as the lead writer for scientific content and features in *CSA News* magazine.
- Work with the Senior Publications Program Manager – Magazines to assign, edit, and schedule magazine stories ensuring the editorial story calendar is up to date.
- With the Senior Publications Program Manager – Magazines, develop new communication strategies for content beyond written stories utilizing tools as video, animation, and video.
- Develop strategies, in partnership with the Senior Publications Program Manager – Magazines, to elevate the quality of the magazines and effectively market them to new audiences.
- Coordinate with other content creators within the organization when necessary and collaborate with the marketing team to identify and promote content to wider audiences.
- Manage the group of volunteer Science Communication Editors from our journal collection, ensuring editorial board positions are filled and content is routinely developed.
- Undertake additional duties as needed such as writing quizzes for our certification program, developing social media content, writing non-science stories, etc.

Secondary

- Copyedits for magazines and other projects as needed.
- Provide cross-training and support to Publications staff as needed.

2. Administrative and Management Responsibilities

- The Science Editor/Writer may be authorized to manage freelance writer contracts on behalf of the Senior Publications Program Manager – Magazines. This would entail knowledge of, and adherence to, the budget.

Contact with Headquarters Staff:

- Collaborate and communicate with staff members on all aspects of our duties, responsibilities, and shared goals.

Contact with Volunteers, Members:

- Support and communicate with journal editorial board members. Support and communicate with authors and story sources through article production, review, and publishing.

D. Selection Requirements:

Education:

- Bachelor's degree required, with studies in the natural sciences or science journalism preferred

Experience:

- A minimum of three years of relatable experience.
- Ability to write about science and research in a captivating and accurate manner and in a variety of styles and formats, including multi-source feature stories, news stories, press releases, online content, and others.
- Exceptional verbal and written communication skills, excellent command of the English language.
- Careful attention to quality, accuracy, and detail.
- Excellent time management, project management, teamwork, and interpersonal skills.
- Ability to clearly communicate with diplomacy and tact.

Special Requirements (Knowledge or Skill):

- Proficiency in Microsoft Office suite.
- Knowledge of image editing applications.
- Knowledge of or willingness to learn Notion.
- Knowledge of or willingness to learn about multimedia platforms and tools (e.g., livestreaming software, video editing, infographic development, etc.).

Travel

This job requires at least one week of travel per year to the Societies' Annual Meetings; in some years, there may be travel to split meetings or specialized conferences to cover the sciences. Additional travel may be required for stories, public events, or attending professional development conferences. As much as 5 to 10% travel may be expected.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to various audiences.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

If you are interested in this position, please apply with resume, cover letter and a writing portfolio that showcases samples of your writing work to resumes@sciencesocieties.org

The Alliance of Crop, Soil, and Environmental Science Societies (ACSESS) is a nonprofit 501(c)(3) organization providing management and administrative support services to its founding members: the American Society of Agronomy (ASA), Crop Science Society of America (CSSA), and Soil Science Society of America (SSSA). The headquarters office for these international Societies is based in Madison, Wisconsin. ACSESS publishes a collection of relevant and timely content on behalf of the ASA, CSSA and SSSA and in partnership with Wiley. With content dating back to 1907, the collection contains 13 high quality scholarly journals, seven hybrid subscription titles and six Gold Open Access titles. The collection also includes a library containing more than 340 books, two magazines and online annual meetings presentations for researchers, professionals, and students.

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