

## POSITION DESCRIPTION

**Title:** Magazine Editor

**Reports to:** Associate Director—Literature

**Grade Level:** 7

**Job Brief:** The Magazine Editor ensures that Al-Anon magazines have content that supports the strategic goals and spiritual principles of Al-Anon Family Groups. The Editor also implements promotional activities for *The Forum* and *Al-Anon Faces Alcoholism*.

### Specific Duties and Responsibilities:

- Monitors and evaluates existing processes and procedures and makes recommendations for new ways to improve their implementation.
- Participates actively in Staff meetings to ensure the best thinking is always available.
- Mentors Area *Forum* Coordinators to assist them in making the monthly magazine a part of every member's recovery.
- Selects sharings submitted by members for monthly *The Forum* magazine.
- Works with Associate Directors to determine additional content for announcements and "Inside Al-Anon Family Groups" articles for *The Forum* magazine.
- Cooperates with Associate Director—Public Outreach Professionals, who selects content submitted by professionals for *Al-Anon Faces Alcoholism (AFA)* magazine.
- Cooperates with Associate Director—Digital Strategy to prepare schedule for timely, insightful, quality monthly and annual magazines.
- Utilizes editorial techniques to convert membership and professional submissions into attractive magazine articles without losing individuality of expression.
- Manages intake and processing of submissions for *The Forum* and *AFA* from all sources: letters, e-mails, and on-line.
- Coordinates multiple proof-reading reviews of *The Forum* and *AFA* magazines to maintain quality control.
- Manages the production schedules for *The Forum* and *AFA* magazines to meet all deadlines.
- Selects material from *The Forum* to be translated for bimonthly *Le lien* and *en accion* magazines.
- Supplies and edits content to market *The Forum* and *AFA* magazines in newsletters, WSO websites, and other media.
- Provides reports and timely updates of departmental activities and interdepartmental communications.
- Arranges web-conferencing calls with and provides updates and other support to Area Forum Coordinators through AFG Connects and other communications methods.
- Arranges and provides proposed agenda for quarterly Forum Editorial Advisory Committee (FEAC) web-conferencing calls as well as other support to FEAC Chairperson.
- Serves as a voting member of FEAC.
- Supervises the Editorial Quality Specialist.
- Other duties as assigned.

### Requirements:

- Ability to read, analyze, and interpret periodical literature
- Ability to respond to common inquiries or concerns from customers

- Ability to write articles for publication that conform to prescribed style and format
- Ability to effectively present information to top management and public groups
- Ability to respond effectively to communication related to *The Forum* and *AFA* in a timely, AI-Anon/Alateen sensitive manner
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- High degree of initiative
- Strong organizational skills
- Effective communication (both verbal and written)
- Ability to efficiently prioritize and manage projects
- Interpersonal skills that foster an enthusiastic team-orientated culture within the organization as a whole.
- Ability to calculate figures and amounts such as discounts, proportions, and percentages
- Intermediate level skills in standard Microsoft Office Suite software
- Ability to learn and use AI-Anon's database tools
- Familiarity with social media and other Internet applications as they pertain to job-related duties and requirements

**Education and/or Experience:**

- Bachelor's degree from four-year college or university in English, journalism, communications, or related field; or four years or more related experience or equivalent combination of education and experience. Minimum of five years of continuous and active AI-Anon/Alateen membership required.

**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 regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Work Location:**

This job is located at AI-Anon Family Group Headquarters' World Service Office in Virginia Beach, VA.

**Point of Contact to Apply:**

Please contact Human Resources if you would like to apply or if you have any questions about this position. Resumes and cover letters can be emailed to [HumanRes@al-anon.org](mailto:HumanRes@al-anon.org).