



Associate Editor

Volunteer Position Description

Overview: Alpha Sigma Tau is committed to using marketing and communications to enrich the Sisterhood Experience. One critical piece of the Sorority's communications strategy is the member magazine, [*The Anchor*](#). Since its first publication in 1925, *The Anchor* has been sharing inspirational and meaningful stories with Sisters across the country. *The Anchor* also plays an important role in keeping members and others informed about the Sorority and its practices, events, opportunities, and benefits of membership.

To achieve the Sorority's goals related to *The Anchor*, Alpha Sigma Tau has established "*The Anchor* Editorial Team" to execute the development, design, and publication of the magazine. The team is comprised of member volunteers in the following roles:

- Editor
- Associate Editor
- Alumnae Editor
- Collegiate Editor
- Design Editor
- Staff Writers

Collaborating with other *Anchor* Editorial Team members, the **Associate Editor** assists the Editor with the development of each issue of the magazine through writing and editing.

Reports to: Editor (Volunteer)

Direct Reports:

- None

Key Relationships:

- *Anchor* Editorial Team
- Assignment subjects
- Headquarters Staff

Time Commitment and Term: *The Anchor* is currently produced three times a year. The spring issue typically is finalized in late March and the fall issue typically is finalized in late October. The summer issue is electronic and is usually finalized in late July. The time commitment during general preparation is 3-5 hours per week, and 5-10 hours per week through the content creation and finalization stages.

Primary Responsibilities and Expectations:

- Assist the Editor with the development and production of each issue
- Proof and edit written content from *The Anchor* Editorial Team
- Write features and content as needed
- Offer advice as a writing and publication expert; present content and writing recommendations to the Editor, Director of Marketing and Communications, and other teammates
- Utilize the Basecamp web-based project management tool to track projects
- Understand the Sorority retains ownership of all images, graphics, content, etc. created by volunteers for Sorority projects, and reserves all applicable rights and protections. Volunteers may access and use their work as part of their professional portfolios and for use in marketing their professional services.

Required Qualifications:

- Exceptional editorial and written communication skills (including punctuation, grammar, spelling, structure, voice, etc.)
- Ability to commit and adhere to tight production timelines and deadlines
- Strong understanding of copyright and image use limitations
- Capacity to work independently and as a member of a remote team
- Membership in Alpha Sigma Tau; must be in good standing

Preferred Skills and Attributes:

- Ability to utilize multiple methods of technology (Microsoft Office, video conferencing services, Basecamp project management tool, etc.)
- Proven experience with writing content that appeals to various audiences
- Developed ability to manage a complex project and/or team of multiple members
- Ability to edit written content within parameters of an editorial style guide

Anticipated Start date: September 2017

Application Process:

Applications will be accepted through August 18, 2017. Interested applicants should complete the [Alpha Sigma Tau Volunteer Application Form](#) and upload attachments of the following additional required materials:

1. Resume
2. Three to five samples of your writing work
3. Responses to the following questions:
 - a. What is your experience with editing written content?
 - b. What is your experience with project management?
 - c. What experience do you have collaborating with teams and leaders remotely?