



ASSOCIATE EDITOR

About DRI

DRI is the leading organization of civil defense attorneys and in-house counsel. Membership in DRI supports the success of the civil defense bar and the businesses it serves through Business Development, a National and International Platform, Education, Advocacy, Leadership Development and Networking.

Position Description:

This individual will support the Publications Department's role in supporting the growth of DRI's program registrations, membership reach, brand awareness, and overall member value. The successful candidate will be responsible for managing the cross-departmental sharing of DRI/volunteer-generated content, reviewing and copyediting articles, and managing the process of soliciting content from DRI members.

The Associate Editor will work closely with all departments to play an important role in positioning DRI's platform for success and will report to the Managing Editor.

Associate Editor's Responsibilities:

- Ensure all DRI publications (communications) promote DRI in a positive and engaging way, employing analytical tools and research on DRI members and potential members to determine the best ways to reach and engage with them.
- Edit content by subject matter experts to ensure publications are relevant to DRI members and the Civil Defense community.
- Closely collaborate with various departments throughout the organization, including marketing, membership, sponsorship, sales, programming, and executives to effectively promote the value of DRI programs and resources.
- Ensure content meets publishing and branding guidelines.
- Act as a steward of DRI's massive repository of member-generated content, providing strategic support for the promotion of DRI's brand.
- Support the editorial calendar to ensure the timely delivery of content and articles from contributors.

Qualifications:

- 2-4 years' work experience in communications, marketing, or journalism
- Ability to write original articles as well as social media posts and more
- Editing experience; ability to work with subject matter experts to refine content and present effectively to readers
- Strong time-management and project-management skills.
- Ability to multi-task
- Strong interpersonal skills
- Collaborative work style
- Critical thinker

Working Conditions

This position works 40 hours per week Monday through Friday around core business hours in Chicago.

Equal Opportunity Employer

DRI provides equal employment opportunity without regard to race, color, creed, gender and gender identity or expression, age, mental or physical disability, medical condition, including pregnancy and childbirth, religion, national origin, marital status, sexual orientation, ancestry, genetic information, political belief or activity, veteran or military discharge status, or any other basis protected by local, state or federal law and regulations under Title VII.

The policy applies to all employment practices, including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Benefits

- Life Insurance
- Medical Insurance
 - PPO/HRA, Prescription Drug Program, HMO, and Prescription Drug Copay are available
 - Dental Insurance
 - Vision Insurance
- Short-Term and Long-Term Disability
- Work/Life Balance Program
- Identify Theft Insurance
- Up to 15 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year