



## POSITION AVAILABLE

**TITLE:** Assistant Editor, Web Content and Social Media

**SUMMARY:**

The Assistant Editor will assist in updating and maintaining content on the AHA's website and social media outlets. Duties include reviewing and posting information, maintaining the schedule for updating content, and soliciting updated information for key sections of the web site and other social media outlets.

**RESPONSIBILITIES:**

- Maintains quality and regular flow of copy for all electronic publications and communications of the Association (including the web site, blog, and e-mail messages) on a day-to-day basis.
- Posts status messages, news items, and other notices to Facebook, Twitter, LinkedIn, and other social media sites, and monitors the AHA's social media presence—referring queries to appropriate staff as needed.
- Works on long-term strategic goals of the site through regular surveys of other web sites, and by networking with counterparts at other scholarly societies for content and technology ideas.
- Works with other members of AHA staff to ensure they are regularly updating pages in their areas of responsibility. Monitors and edits their updates.
- Works with the Manager of Databases and Information Technology to develop dynamic database applications, online services and tools, and other revenue streams for the web site.
- Works with vendors in the design and development of the site.
- Other duties that may arise necessary to the functioning of the Association

**QUALIFICATIONS:**

- Some experience with editing and proofreading
- Working knowledge of digital technologies (including HTML and CSS)
- Ability to work independently as well as in a team environment

**SALARY:** Salary in the 40s (commensurate with qualifications) with medical, retirement, and other benefits.

**SCHEDULE:** 35 hours/week, Monday through Friday, occasional evenings and weekends for meetings.

**DATE POSTED:** May 2, 2012

**DATE AVAILABLE:** Immediately. Review of applications will begin May 21, 2012.

**APPLICATIONS:** Send resume and cover letter to [applications@historians.org](mailto:applications@historians.org).