



Job Description Publications Editor

Summary

The California Native Plant Society (CNPS) Publications Editor is an experienced editorial professional, modern storyteller, and advocate for California's native plants. Reporting to the Senior Director of Communications and Engagement, the Publications Editor will work with other staff, editorial board members, designers, and subject matter experts to:

- Ensure CNPS publications adhere to the highest editorial, stylistic, and journalistic standards
- Help more people appreciate the value, beauty, and significance of native plants
- Provide current and prospective members with inspiring and relevant information that builds and sustains their support for the CNPS mission
- Grow CNPS brand-awareness
- Identify and give voice to the diverse topics and people of the native plant movement
- Translate complex scientific concepts into meaningful take-away messages for people who love native plants but have many other issues competing for their attention
- Shape the messages to help foster a growing community of Californians dedicated to protecting our native ecosystems and restoring our connection to the natural world

About CNPS

CNPS is a foundational conservation organization that celebrates and saves California's globally important plants and places. CNPS is powered by 1,000 volunteers in 35 chapters across California and Baja, as well as 30+ staff and numerous contractors supporting the organization and its programs.

Responsibilities

Flora Magazine Managing Editor – 35%

Oversee the day to day operations of all aspects of the organization's quarterly magazine.

1. Work with Senior Director of Communications and Engagement to plan each 48-page issue
2. Coordinate with designer, contributors, and printers
3. Responsible for writing ~50% of each issue's content; editing 100% of content
4. Responsible for securing photos and other relevant graphics, and obtaining permissions for use of such graphics.
5. Explore fresh approaches to content and design
6. Work with Senior Director to evolve publication for the digital environment
7. Work with Communications Outreach Coordinator to facilitate advertising and distribution

Fremontia Journal Editor – 30%

Oversee all aspects of the Society's bi-annual scientific publication.

1. Coordinate editorial board, facilitate meetings, and plan two 48-page issues per year
2. Recruit and coordinate contributors, with assistance from staff and editorial board
3. Coordinate with designer and printer
4. Edit entire issue
5. Responsible for securing photos and other relevant graphics, and obtaining permissions for use of such graphics.
6. Work with Senior Director to identify opportunities for the digital environment
7. Work with Communications Outreach Coordinator to facilitate advertising and distribution

Special Projects – 35%

In coordination with senior program and communications staff, provide writing, editing, and project management as needed on special publications and time-sensitive projects, including:

1. CNPS Press book projects
2. Annual reports
3. Grant proposals and reports
4. Website landing pages
5. eNewsletters
6. Media kits, brochures, flyers, and other handouts
7. Special publications like the CNPS Fire Recovery Guide

Qualifications

- At least 10 years of professional experience in digital or print publications, editorial project management, agency or corporate communications
- Demonstrated ability to communicate clearly in writing for a lay audience.
- Demonstrated interest in natural science and conservation
- Demonstrated ability to understand scientific concepts
- Demonstrated experience in Associated Press style; equally strong understanding of Chicago Manual of Style and MLA
- Comfortable with Microsoft Office, Adobe Acrobat, and Google suite
- Experience in WordPress and Photoshop a plus
- Ability to remain flexible and juggle multiple projects at a time
- Calm under deadlines
- Experience working with designers and printers strongly desired
- Fluency in Spanish is strongly desired

Physical Requirements

This job can require prolonged sitting and use of computer and mouse. It may require participation in field trips on uneven trails with variable grade. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Information

- This is a 75-100 percent non-exempt position. Work location is based in Sacramento at the CNPS office, but a telecommuting arrangement may be considered.
- Work time is generally Monday through Friday 8 AM to 5 PM, with some flexibility.
- A valid California driver's license and proof of car insurance are required, provided annually.
- Periodic travel to locations throughout California will be required. Work travel is reimbursed.

Compensation and Benefits

Pay is commensurate with experience. CNPS provides a comprehensive benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance with low cost family coverage options. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 12 holidays, 12 sick days and generous paid vacation.

To Apply

Please submit cover letter, resume, and five writing samples (links to online samples preferred) to jobs@cnps.org. Subject line of email should read "*Publications Editor application.*" Review of applications begins July 15 and continues until filled.

CNPS is an Equal Opportunity Employer and candidates from diverse backgrounds are encouraged to apply.