



Job Announcement Publications Program Coordinator

About CNPS

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org) founded in 1965, with more than 10,000 members in 35 chapters across California and Baja California Mexico. The mission of CNPS is to increase understanding and appreciation of California's native plants and to conserve them and their natural habitats through scientific study, education, advocacy, horticulture, and land stewardship.

Job Summary

Reporting to the Publications Editor-in-Chief, the Publications Program Coordinator provides administrative, editorial, and creative support to CNPS publications. The Coordinator will work with the Publications Editor-in-Chief, graphic designers, printer, and other staff to ensure the timely and high-quality production of a quarterly magazine, *Flora*, a bi-annual scientific journal, *Artemisia*, books, and other projects.

Duties and Responsibilities

- Working in collaboration with Publications Editor-in-Chief, contribute ideas for issue articles and themes at regular pitch meetings and editorial board meetings; perform research about potential article topics and reach out to authors as requested.
- Maintain and manage systems for publications workflow, including calendars, forms and spreadsheets for scheduling and tracking issue lineups and articles in progress, and manuscript submission software.
- Write news items, feature stories, and multimedia stories for print and web.
- Respond to story pitches as well as author and reader queries.
- Ensure that images are of high quality and resolution for print and web. Maintain systems for sourcing and crediting images, ensuring proper organization and use across publications.
- Proofread, copyedit and fact-check magazine stories ensuring their adherence to AP and Chicago style guides.
- Copyedit, proofread, fact-check, and edit references for scientific journal articles, following Chicago and CNPS style guides.
- Work with Publications Editor-in-Chief, other CNPS staff contributors, freelance graphic designers and printers to ensure that publications move seamlessly from the early stages of production to design, layout, and print.
- Assist in the distribution and promotion of publications, both print and online.
- Collaborate with digital communications staff to move print articles to CNPS website, then contribute to social media and other online means of promoting that content.
- Work with Publications Editor-in-Chief to track engagement with and impact of publications content.
- Contribute to the mission of connecting to and supporting BIPOC communities and partner organizations through CNPS publications.
- When possible and appropriate, provide copy editing and writing services to other programs within CNPS.

Required Qualifications

- Excellent verbal and written communication skills.
- Highly organized.
- Fluent writer with strong storytelling and communication skills across multiple platforms.
- Ability to work well under pressure and meet deadlines.
- Impeccable copy editing and proofreading skills.
- Meticulous attention to detail.
- Familiarity with social media platforms and social media marketing.

- A working understanding of and training in diversity, inclusion, equity, and justice.

Education and Experience

- Bachelor's degree or higher in journalism, English, media studies, and/or science communications (or equivalent/relevant work experience in journalism or communications).
- 1-2 years professional experience as a copy editor/proofreader.
- Experience managing digital content.
- Proficiency with Google Suite, Microsoft Office, Adobe Creative Suite, and InDesign.
- Familiarity with WordPress or similar CMS and Photoshop or other image editing software.
- Familiarity with graphic design, layout, and publishing.

Preferred Qualifications

While CNPS recognizes that not every individual will exhibit all of these characteristics, the successful candidate will possess at least one – and ideally more than one – of the following:

- Bilingualism (Fluency in Spanish or other languages spoken in California).
- Knowledge of CNPS and familiarity with native plants and plant communities and their ecology throughout California.
- Understanding of California conservation challenges and opportunities and familiarity with local organizations and government agencies working on these issues.
- Experience in science writing, science communications and/or publishing.

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

- Work requires occasional travel throughout California. Work travel is reimbursed.
- Work schedule is generally eight hours a day, Monday to Friday. Flexible schedules are possible.
- Some evening and weekend work may be required to meet deadlines or to participate in meetings and activities.
- A valid California driver's license is required.
- This is a California-based remote position, but may transition to a Sacramento- or Berkeley-based position if work dictates and safety allows.

Status, Compensation, and Benefits

This is a full-time non-exempt position with an hourly rate of \$24.61 - \$26.52. 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 13 holidays, 12 sick days, and 10 paid vacation days to start.

Equal Opportunity Policy

CNPS's policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

To Apply

Submit a cover letter and resume [here](#). The deadline to apply is September 10. Please include any pertinent information, including professional and personal experience, that is relevant to the position.