



Job Description **Publications Editor**

About CNPS

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org) founded in 1965, with more than 11,000 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.

About the Role

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 Public Affairs, the Publications Editor will work with other staff, editorial board members, designers, and subject matter experts to:

- Concept, develop, and edit CNPS publications content
- Ensure CNPS publications adhere to the highest editorial, stylistic, and journalistic standards
- Help more people appreciate the value, beauty, and significance of native plants
- Identify and give voice to the diverse topics and people of the native plant movement
- Provide current and prospective members with inspiring and relevant information that builds and sustains their support for the CNPS mission
- Grow CNPS brand-awareness
- 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
- Manage Publications Program Coordinator

What You'll Do

Flora Magazine Managing Editor– 40%

Oversee all operations of the organization's quarterly magazine.

- Work with Senior Director of Public Affairs and other CNPS staff to plan each 48-page issue
- Oversee and ensure Flora magazine conforms to publications budget
- Engage a diverse stable of staff, volunteer, and freelance contributors
- Oversee coordination with designer, contributors, copy editor, and printers
- Write ~40% of each issue's content; edit 100% of content
- Explore fresh approaches to content and design
- Work with Public Affairs colleagues to evolve publication for the digital environment
- Expand reach of CNPS publications through content promotion and syndication

- Oversee publication advertising and distribution
- Identify and pursue publication grant opportunities and awards

Artemisia Journal Editor – 40%

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

- Coordinate editorial board, facilitate meetings, and plan two 48-page issues per year
- Attract and retain diverse authors and editors, with assistance from staff and editorial board
- Oversee contract designers, illustrators, and proofreaders
- Manage journal budget
- Develop and manage online system for author submissions and respond to reader queries
- Edit entire issue; write 1-2 articles per issue as needed, including letter from the editor
- Identify opportunities for the digital environment and strategic use of Artemisia content
- Reduce barriers to participation for diverse authors and editors
- Oversee publication advertising and distribution

Special Projects – 20%

In partnership with Public Affairs staff and other CNPS programs, provide project management for CNPS Press, and editorial support for special publications including:

1. CNPS Press book projects
2. Annual reports
3. Special publications like the CNPS Fire Recovery Guide

Who You Are

- At least 7-10 years of professional experience in digital or print publications, editorial project management, agency or corporate communications
- Demonstrated ability to communicate clearly and compellingly in writing for a lay audience.
- Demonstrated ability to understand and translate scientific or other complex 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
- Fluency in Spanish a plus
- Strong grounding in the values of Diversity, Equity, Inclusion, and Justice (DEIJ); keen understanding of how those values intersect with your work as a writer and editor
- Strong time management skills with the ability to remain flexible and juggle multiple projects at a time
- Calm under deadlines and able to handle a rapidly changing environment
- Experience working with designers and printers

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 full-time exempt position, working remotely within California. Office headquarters are in Sacramento, CA.
- Work time is generally Monday through Friday 8:30 AM to 5:30 PM, with some flexibility.
- A valid California driver's license is required.
- Periodic travel to locations throughout California will be required. Work travel is reimbursed.

What You'll Get

- A salary starting at \$87,450.00.
- 100 % of employee premiums for health, life, dental, and vision insurance.
- 401K retirement plan with up to 6% matching contributions.
- Annual paid leave benefits include 13 holidays, 12 sick days, and 15 paid vacation days to start.
- A CNPS-issued laptop and a 750\$ home office stipend to set up your home office.
- Internet and cell-phone stipend.

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.

How to Apply

Submit a cover letter and resume [here](#) along with five writing or publication samples. (Samples can be provided as links or pdf attachments.) The deadline to apply is June 10, 2022. Please include any pertinent information, including professional and personal experience, that is relevant to the position.