

Assistant Editor/Staff Writer

For more than 30 years, Dovetail Communications has delivered experience and expertise to help clients reach their business goals. From design to sales, we help craft, build and grow our clients' missions. We are a creative family of hard workers and trained professionals that deliver award-winning work. We care about our customers' success, so quality is important to us. We love what we do and we're looking for someone who shares this passion.

We are currently seeking an ambitious and deadline-oriented intermediate-level editor to help manage daily operations and write for a variety of magazines and corporate communications clients. The position requires someone who is self-motivated, organized, detail-oriented, and able to understand complex issues and translate them into interesting and lively articles.

The position will report to the Executive Editor, and help oversee the execution of all editorial and communications material. The successful candidate is deadline-driven, full of story ideas, an independent worker, and a superior multi-tasker. If you're interested in honing your editing and writing skills in a fun and learning-friendly environment, this is the job for you.

Key responsibilities:

- Assist in development of editorial brand strategies, including annual editorial plan and associated social media
- Generate editorial outlines and engaging copy
- Work with editorial and art staff, assign stories, write features, proof, and edit copy for print and online
- Work with the production team to meet deadlines
- Work with sales and marketing teams
- Conduct background research into trends and technologies specific to each magazine
- Attend trade shows and events on behalf of the publications (some travel may be required)
- This position may require overtime on occasion

Qualifications:

- College or university degree in journalism or related field
- Minimum of three years progressive experience in the magazine industry
- Positive client relationship management
- Strong teamwork and collaboration skills
- Superb written and oral communication skills and exceptional attention to detail
- Demonstrated experience with various social media tools and blogs
- French is a definite asset

Please send cover letter, resume and writing samples to:

hr@dvtail.com

We thank all applicants for their interest, but only those selected for an interview will be contacted.

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