

American Philatelic Society  
Position Description

Position: **Editorial Associate**

Reports to: **Editor of *The American Philatelist***

Salary range: **\$32,000–\$36,000 depending on qualifications**

### **Description**

The American Philatelic Society is the largest, non-profit organization for stamp collectors in the world. Founded in 1886, the APS serves collectors, educators, postal historians and the general public by providing a wide variety of programs and services. The Society is entirely supported by membership dues, gifts, and the sale of publications, souvenirs and services.

The Editorial Associate is a nonexempt position within the American Philatelic Society staff located in Bellefonte, Pennsylvania. This position works the normal APS hours of 8 a.m. to 4:30 p.m., Monday through Friday. Minimal stamp show travel is also possible. This position works with the editorial team in the publication of varied materials for the APS.

### **General Responsibilities**

Coordinate and organize the flow of editorial material from contributors and columnists to *The American Philatelist* and the *Philatelic Literature Review*. Support the editor in developing an editorial calendar along with preparation of content supporting the social media strategy of the American Philatelic Society.

### **Education/Experience Required**

- Bachelor's degree preferred in Journalism, English, Communications, American History or World History
- Distinct knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Experience writing for social media experience including Facebook, Twitter, WordPress and others
- Ability to work within rigid, recurring deadlines
- Strong written and verbal communication skills
- Strong work ethic, self-motivated with organizational skills
- Ability to work within a diverse team of internal and external collaborators
- Ability to provide constructive criticism for authors

### **Software Skills Required**

- Basic Windows PC usage
- Microsoft Office suite (Word and Excel)

### **Education/Experience Desired**

- Stamp collecting knowledge
- Experience with Adobe Creative Cloud products including InCopy, InDesign and Photoshop
- Ability to write book reviews on works submitted
- Ability to research and verify the factual integrity of written materials
- Experience with AP Style Book
- Experience writing for multiple communication channels (print, web, social, etc)
- Design skills (desktop scanning, magazine layout, graphic design)

### **Primary Responsibilities**

- Manage and assist in the review of manuscripts submitted by authors for *The AP* and the *PLR*.
- Prepare approved manuscripts and accompanying images for publication within specified deadlines.
- Maintain close and timely contact with authors (via phone and email) regarding the status of their submissions and revisions.
- Scan and prepare items from authors or the APS reference collection to accompany articles
- Daily work in writing, editing and proofreading of philatelic manuscripts and social media content.
- Daily work preparing written content for social media use.

### **Secondary Responsibilities**

- Proofreading e-newsletters, fundraising mailings, general APS pamphlets, dealer newsletters, and other APS created text-heavy materials.
- Preparation of press releases from basic outlines
- Other duties as assigned by the Editor

Applications will be accepted until position is filled. Apply with resume, cover letter and sample work to:

American Philatelic Society

Editor – The American Philatelist

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