

# JOURNEYWORKS PUBLISHING

763 CHESTNUT ST. • SANTA CRUZ  
CALIFORNIA 95060-3751  
PHONE 800/775/1998 • 831/423/1400



P.O. BOX 8466 • SANTA CRUZ  
CALIFORNIA 95061-8466  
FAX 800/775/5853 • 831/423/8102

## **Editorial Assistant (Part-time, 10 hours per week)**

Journeyworks Publishing is a respected national publisher of health education and health promotion materials. We have a friendly, creative staff working in comfortable offices in downtown Santa Cruz. In addition to the on-site staff we work with various contract writers, editors, illustrators and printers. Journeyworks is currently looking to add a part-time Editorial Assistant to its on-site staff. Ideal candidates will have strong copy editing and proofreading skills and the ability to research and write easy-to-read, factual copy on a variety of health topics for a low-literacy audience. Attention to detail and staying organized while working on multiple projects are essential skills.

## **Overview**

This position will play a key role in the editorial department. The primary task will be to facilitate ongoing revisions and keeping all materials up-to-date and relevant. In addition, the Editorial Assistant will be asked to copyedit, proofread and run reading level checks for materials in development. This position is part-time hourly (10 hours per week), reports to the Editorial Director and does not require supervision of any staff.

## **Specific Responsibilities**

- Copyediting
- Proofreading
- Facilitating ongoing pamphlet reviews and revisions
- General research on topics
- Reading level checks
- Fact checking assistance
- Maintain working files, title files and subject files
- Maintaining master database

Additional responsibilities, depending on experience and skills, may also include:

- Facilitating audience and professional reviews
- Facilitating Spanish and other language development
- Additional duties and responsibilities as required

## **Qualifications**

### **Training and Experience**

- 3-5 years' experience in research, writing and editing
- Experience in health education
- Spanish language skills a plus

### **Knowledge/Skills/Abilities**

- Able to read, write and speak English
- Proficient at Internet research
- Knowledge of standard copy-editing marks
- Ability to make stylistic, structural and grammatical corrections as needed
- Knowledge of and ability to input and access information using word processing, spreadsheets, and database systems
- Ability to work well with others and contribute as a part of a team to the overall department and agency effort

**Physical Requirements**

- Able to sit for prolonged period at computer
- Able to climb a step-ladder to reach stock on shelves
- Able to walk up and down stairs

**To Apply**

Send a cover letter with resume to Journeyworks Publishing.

Email: [jobs@journeyworks.com](mailto:jobs@journeyworks.com)

Fax: 831-423-8102

Mail: PO Box 8466, Santa Cruz, CA 95061

**Equal Employment Opportunity Policy**

Journeyworks Publishing recruits, hires, trains and promotes in all job titles without regard to race, color, sex (including pregnancy), religion (including religious dress or religious grooming), age, national origin or ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, or any other consideration made unlawful by federal, state or local laws.

**At Will Employment Policy**

The employment relationship between Journeyworks Publishing and the employee is an at will relationship. The employment relationship and compensation can be terminated, with or without cause, and with or without notice at any time at the option of either the company or the employee.