

POSITION DESCRIPTION

Title: Editorial Quality Specialist (Spanish bilingual)

Reports To: Associate Director—Public Outreach Professionals

Grade Level: 5

Job Brief:

Facilitates edit and review cycles for lengthy, multiple author manuscripts. Edits and proofs various written service materials, executive reports, literature, presentations, and periodicals utilizing grammar standards and editing guidelines and experience. Evaluates and recommends improvements to the World Service Office style and proofing guidelines.

Specific Duties & Responsibilities:

- Proofs drafts of AI-Anon periodicals, including *The Forum*, *In the Loop*, *En Contacto*, *Al-Anon and Alateen en acción*, *Al-Anon se enfrenta al alcoholismo*, and *Al-Anon Faces Alcoholism*
- Proofs and edits English and Spanish website content
- Edits and coordinates review cycles for lengthy service material manuscripts, including the *Service Manual*, *World Service Conference* and *IAGSM Summaries*, World Service Conference presentations/materials, and any new literature
- Captures and recommends to the Staff Management Team updates to the WSO Style Sheet; coaches and provides training to Staff on its use
- Oversees style and proofing, including evolving style and grammar standards
- Responds to written and verbal Spanish-language inquiries from the public and AI-Anon members
- Responds to calls from the English and Spanish toll-free meeting information telephone lines
- Provides coaching to Staff members on utilizing MS Word to review, edit, and proof materials
- Provides relief for the switchboard and conducts facility tours as needed
- Other duties as requested

Requirements:

- Proven editing (sentence structure, voice, etc.) and proofing (grammar and spelling) skills
- Ability to coach others in Microsoft Office Word skills
- Ability to write and communicate effectively in Spanish and English in a business environment
- Ability to balance responsibilities in a matrixed organization
- Experience using OneDrive document collaboration features
- Advanced skills in Microsoft Office Suite products (Excel, Word, PowerPoint, and Outlook)

Education and/or Experience:

- Bachelor's degree, preferably with a major in Journalism or Language Arts; or Associate's degree, preferably with a major in Journalism or Language Arts plus two years' experience editing various forms of written materials, including periodicals, reports, and correspondence; or equivalent combination of education and experience

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close and far vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Work Location:

This job is located at the Al-Anon Family Group Headquarters' World Service Office in Virginia Beach, VA. Remote employment will not be considered for this position. Work hours for this position are 9:00 a.m. – 6:00 p.m.