**Adventist Risk Management**

**Career Opportunity**

**Editorial Content Specialist**

We currently have a position open for a full-time **Editorial** **Content Specialist** to join our Communication and Resources team. This position will create content and education experiences for internal and external audiences that promote risk management products, resources, and services offered by Adventist Risk Management.

Working from our corporate headquarters, based in Silver Spring, MD, this position is inclusive of our company benefits package which offers healthcare, employer matching 403(b), paid vacation, professional training, and other programs.

**What can you expect?**

* Work closely with other members of the Communication and Resources team
* Develop content that is relevant to a global audience
* A work environment that values strong professional standards and work ethic

**What is in it for you?**

* An opportunity for long-term and upward growth potential with an organization that emphasizes opportunities for current team members.
* You will have the knowledge that your work is meaningful and valuable.
* Upon demonstration of your abilities, you will have the opportunity to earn autonomy in order to manage your projects, with direct contact with team members, subject matter experts (SMEs), and vendors.
* Exceptional benefits, great paid time off and additional perks that come with working at ARM.
* The chance to develop a wide variety of engaging training resources.

**We will count on you to:**

* Creates content that is in line with company aims and goals, speaks to specific audiences, and is consistent with industry trends.
* Adhere to strict deadlines, ensuring that quotas are met. Maintains the editorial calendar by scheduling due dates and tracking content through the editorial process.
* Develops content for new resources, including digital and printed materials, press releases, promotional materials, and reports.
* Must possess the ability to effectively describe technically complex material to a non-technical audience; excellent oral and written communication skills.
* Creates and administers learning plans, courses, and modules within company’s Learning Management System (LMS).
* Develop, maintain, and track all courses, materials, and events within the LMS.
* Works with writers, designers, and subject matter experts to ensure their work meets company standards. Regularly communicates with writers, designers, and subject matter experts to develop content and ensure that deadlines are met.
* Conducts research to enhance their content. This may include identifying relevant topics, fact-checking, and analyzing sources (analytics, loss trends, industry trends) to generate information.
* Performs copyediting and proofreading to ensure written content maintains appropriate tone and adheres to (and contributes to) the company’s style guide. When editing, the content specialist checks for errors in grammar, punctuation, and style.
* Write articles for publication and assist in placing ads in magazines to promote ARM’s mission, goals and services.
* Keep jobs well-organized and follows established workflows and protocols to ensure quality control.
* Maintain positive relations with clients and other ARM department personnel through professional verbal and written interaction.
* Establish and maintain an effective records management system, including correspondence, reports, and resource materials relative to assigned job duties.
* Perform other related duties and projects as assigned.

**What you need to have:**

* Bachelor's degree required. Degree preferably in Technical writing, English, Communications, Education or Instructional design.
* Preferred candidate will have experience as copy editor for newsletter, newspaper, or magazine or public relations team.
* Preferred knowledge of AP Stylebook
* Advanced Mac skills, MS office skills and experience with Adobe creative cloud (Photoshop, Illustrator, & Premier Pro).
* Strong writing, editing, and proofreading skills.
* Strong project management skills to include accurate reporting.
* Advanced written, verbal and interpersonal communication skills.
* Strong organization and prioritization skills.

**What makes you stand out:**

* Proven critical thinking skills.
* Strong knowledge of traditional and modern training methods and techniques.
* Self-starter and problem solver with the ability to work independently and as a member of a team.
* Ability to work in a fast-paced environment and ability to prioritize work.
* An ideal team player who is hungry, humble, and smart.
* Proven ability to take initiative in a constantly changing work environment.

**Interested in a Career:**

Please contact our Human Resources team at 301-453-6983 or email your resume to rfiddis@adventistrisk.org by July 14th. Please reference the **Editorial Content Specialist** position.

Adventist Risk Management, Inc (ARM) is a 5013(c) relgious nonprofit corporation based in Maryland. ARM is an equal opportunity employer