The ideal Associate Editor of Aerospace America is a forward-looking journalist who excels at copy editing; flourishes under deadline pressure; and comfortably writes original content as assigned—leading projects from concept through publication.

**Basic Purpose:**

- Guide contributors in the development of assigned stories from commission to publication
- Write original content when assigned
- Copy edit all content for online and print editions of Aerospace America

**Accountability:**

- Act as assignment editor for articles as directed by Editor-in-Chief
  - Lead development of these articles in coordination with Editor-in-Chief
  - Coordinate choice of art and graphics with Production Editor
- Edit articles as assigned by Editor-in-Chief
  - Conduct first reads on assigned articles
  - Ask questions of authors and/or direct more reporting as necessary
- Restructure and rewrite articles as necessary, making technical subjects comprehensible and accessible to non-specialists as appropriate
- Copy edit and fact check all online and print articles according to Aerospace America style and standards
- Write photo and graphic captions, call-outs, and sidebars
- Proofread all final print magazine layouts
- Compose monthly Events Calendar.
- Keep abreast of breaking news that affects Aerospace America’s online and print content
  - Confirm facts through direct reporting or by contacting the content author
  - Exercise news judgment about when to coordinate with Editor-in-Chief and author before making changes or decision to remove online content
- Act on behalf of Editor-in-Chief in his/her absence or otherwise as necessary

**Reporting Relationships:**

- Reports to Editor-in-Chief
**POSITION DIMENSIONS:**

- Produce original content as required and directed by Editor-in-Chief
- Work with Aerospace America staff, Communications staff, and other AIAA staff as appropriate
- Communicate with authors, public relations groups, industry representatives, and other outside groups as necessary
- Minimal travel required

**REQUIREMENTS/QUALIFICATIONS:**

- Strong writing and verbal communication skills
- Bachelor’s degree (journalism or other writing/communications discipline preferred) and a minimum of five (5) years’ experience in professional journalism or writing. Degree substitute is minimum ten (10) years of experience as a professional magazine writer/editor.
- Professional experience in magazine writing and editorial experience is a plus.
- Familiarity with technical and scientific language required, with a strong emphasis on engineering, aerospace and defense technology a plus
- Demonstrated ability to make technical material understandable to non-specialist audience
- Experience using industry-standard editing software, InDesign, and InCopy preferred, and ability to adapt to new tools
- Experience with other current onlines media tools a plus
- Demonstrated proficiency in MS Office suite
- Demonstrated ability to meet deadlines
- Forward-thinking and team-oriented attitude
- Strong organizational skills
- Excellent eye for detail

To apply, email resume, cover letter and salary requirements to careers@aiaa.org.

EOE M/F/D/V

**WHY WORK AT AIAA?**

Make a real difference in the aerospace industry! Assist us in positioning aerospace for its exciting future while celebrating the industry’s pioneering accomplishments. As an AIAA employee, you will enjoy competitive compensation and benefits including:
• 37.5-hr work week
• 11 holidays + vacation and sick leave
• Great location off the Dulles Toll Road near the new Reston Silver Line Metro
• Awarded ‘Best Workplaces for Commuters’ by Fairfax County Transit Authority and the National Center for Transit Research
• Medical, Dental, Vision insurance with low co-pays
• 403(b) retirement savings plan with generous match
• Group Term Life insurance
• Long-term and short-term disability
• Educational assistance
• Health club and Weight Watchers subsidy

ABOUT AIAA

AIAA is the largest aerospace professional society in the world, serving an innovative, high-value workforce that helps make the world safer, more connected, more accessible, and more prosperous. We represent a profession whose great work has produced everything from the brilliant innovations that affect daily living to the major missions that fuel our collective human drive to explore and to accomplish amazing things.