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JOB OPENING

Job Title: Senior Editor
Company: Kauffman & Associates, Inc.
Location: Spokane, WA

Founded in 1990, Kauffman & Associates, Inc., (KAI) is a fast-growing professional services firm that welcomes talented staff and strategic thinkers from diverse backgrounds and fields. Our dedicated team applies their special skills, knowledge and experience, delivering creative solutions that positively impact society.

With offices in Silver Spring, MD and Spokane, WA, KAI works closely with public and private-sector clients to tackle many of today's leading social issues – including public health, education, and economic development. Join us today and be rewarded with a meaningful career challenge.

We offer competitive compensation and an excellent benefits program including medical, dental and life insurance, short- and long-term disability coverage, paid time-off and holidays, and matching 401(k) contributions.

KAI seeks a Senior Editor to actively manage and lead KAI's Quality Control Team, which handles a high volume of daily content review, including print and online products. The Senior Editor will coordinate workflow efforts to ensure the timely review and quality assurance of all KAI products and documents. The Senior Editor will also be involved in providing Communication Services, mainly substantive editing, copyediting, proofing, and some writing.

Responsibilities include:

- Managing and overseeing quality control process
- Tracking, monitoring, version control, and performance measurement
- Working collaboratively with writers, graphic designers, communications staff and other KAI project and Service Line teams
- Editing and/or rewriting content to ensure proper grammar, style, clarity, conciseness and accuracy
- Ensuring that all publications and online media meet rigorous graphic and professional standards
- Supervising KAI editors and writers
- Mentoring communications staff
- Developing editorial checklists, work systems, and style sheets for KAI Communication staff and other project teams
- Handling a high volume of deliverables daily

Required Qualifications:

- Bachelor's degree required in Journalism, Communications, or English; Master's degree preferred
- Minimum of 7 years of full-time, onsite editing experience, preferably working for professional services firms, associations, federal clients, or publishing houses.
- Minimum 2 years of experience supervising writers and/or editors
- Excellent written and verbal communication skills
- Outstanding substantive, copy editing, and proofreading skills
- Extensive knowledge of publications development and graphic standards
- Advanced proficiency in MS Office (especially Word) and Adobe Acrobat



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- A strong command of the English language with experience using style guides (e.g., APA, AP, GPO, Chicago)
- Strong self-organizational and self-management skills, with emphasis on self-initiation and follow through
- Attention to detail and thoroughness
- Willingness to remain flexible and work overtime if necessary
- Demonstrated ability to prioritize work and meet deadlines in an environment with competing/changing demands
- Strong professional and interpersonal skills

Preferred Qualifications

- Experience developing documents according to federal agency style and accessibility standards
- Experience with American Indian or Alaska Native communities

Please submit a resume and cover letter summarizing your experience as it relates to this position and your desired salary range to careers@kauffmaninc.com by **Friday, October 7, 2011**.

KAI is an Equal Opportunity – Affirmative Action Employer.