



ASSISTANT EDITOR

The Global Fund for Children (GFC) seeks to advance the dignity of children and youth around the world. GFC pursues this mission by making small grants to innovative community-based organizations working with many of the world's most vulnerable young people and by harnessing the power of children's books, film, and documentary photography to promote global understanding.

Position Description

The Global Fund for Children is seeking a creative and disciplined assistant editor to join its busy and expanding team. The assistant editor will develop ideas for children's books that foster the creative awareness of cultural diversity and global citizenship for young readers. He or she will conduct picture research, and assist in producing other GFC publications. This position reports to the Director of Global Fund for Children Books.

Duties and Responsibilities

The assistant editor's responsibilities will include, but not be limited to, the following:

- Develop book ideas for Global Fund for Children books, including overseeing some projects from conception to production, and liaising with various publishers, authors, photographers and artists
- Assist in the marketing of books in print and electronic media
- Help manage the Books for Kids (book donation) project which involves identifying, and corresponding with potential community/literacy groups
- Perform photograph research to select appropriate and relevant images for publication.
- Negotiate photograph licensing fees with photographers or their agents.
- Develop necessary databases on book inventory.
- Review, and develop spreadsheets based on book publishing agreements and photograph licensing agreements to ensure compliance with terms and conditions.
- Other duties as assigned

Qualifications, Skills, and Experience

The assistant editor will have the following qualifications, skills and experience:

- A bachelor's degree in children's literature, the Humanities, journalism/communications, or a related field
- A minimum of two years of experience in publishing or a related field. Experience in children's book publishing is a plus
- Excellent writing and editing skills. Familiarity with the *Chicago Manual of Style* and the *AP Stylebook* is a plus
- Be detail-oriented, and have a keen, aesthetic eye
- A self-starter with excellent organizational and multi-tasking skills, including some knowledge of database management
- A team-player who can work with diverse partners within, and outside the organization to produce high-quality products in a timely manner
- Intercultural experience and sensitivity, and a passion to work with community-based organizations to promote children's literacy and global understanding would be very helpful



Compensation

A competitive salary and excellent benefits will be provided. The Global Fund for Children is an equal-opportunity employer.

To Apply

Send a cover letter, a resume, three work samples (writing and editing), to one of the following by March 31, 2008:

- Email: jobs-assistanteditor@globalfundforchildren.org
- Fax: 202-331-9004

- Attn: Assistant Editor
The Global Fund for Children
1101 14th Street, NW, Suite 420
Washington, DC 20005

Work samples will not be returned. The Global Fund for Children hopes to fill this position in April, 2008. Preference will be given to candidates from the Washington, D.C. area, since relocation costs are not covered by GFC.

Review of applications will begin immediately. No phone calls please.