



# Job Description

<b>Title:</b>	Assistant Editor
<b>Reports to:</b>	SVP Editorial Director
<b>Department:</b>	Vision Monday Editorial

The Jobson Optical Group products reach the independent boutiques and practices, national, regional and online retailers and labs playing major roles in the global eyewear and vision care market today. From industry news, product launches, fashion trends and clinical information to research, educational programs, custom publishing and e-marketing, Jobson is the leading, single source for today's worldwide ophthalmic community. Brands include 20/20, Vision Monday, Review of Optometry, Review of Optometric Business, Women in Optometry, ECP Business Services, Jobson Research, Jobson Interactive and Frames Data.

## General Description

Vision Monday is the Jobson Optical Group's leading news and optical business trend title, providing an integrated platform of publications, newsletters, web and live event services. The VM Assistant Editor is responsible for writing compelling copy, editing stories on a wide array medical and business topics, and consistently finding creative new ways to connect with readers, in print, online and via social media.

## Job Responsibilities

- Assist in the editorial process, working with industry leaders to verify information and obtain related materials
- Report, write and copyedit articles, headlines, blurbs, decks, callouts and sideboards for layouts for the various Vision Monday publications including the website, all social media, newsletters, magazines and special editorial supplements
- Identify, write, schedule and post on VM social media platforms
- Respond to reader inquiries and fact check as needed
- Work with clients, sales and production/design to meet all deadlines as required for publication or postings
- Represent VM at media events as needed
- Represent VM at trade shows/conferences as needed
- Other duties as assigned

## Qualifications

- BS/BA degree or higher
- Minimum of 1 year in editorial capacity
- Excellent writing, editing, and organizational skills

*NOTE: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*



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- Strong command of English grammar and usage
- Possess a meticulous eye for details and be internet savvy
- Strong computer skills including MS Office (Word, PowerPoint), PhotoShop and skills on a variety of computer and mobile devices for use on social networking
- Must have the ability to work independently, have a strong sense of responsibility, and be able to manage multiple projects simultaneously

## Travel

- Limited travel required

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