

PPAI JOB DESCRIPTION

News Editor

This position is responsible for contributing to all aspects of development and delivery for PPAI publications, including reporting, writing and editing for *PPB* magazine, PPAI Media online and PPAI newsletters.

Reporting Structure

Title of reporting manager: Deputy Editor
Department: Media

Job Status

FLSA Status (Exempt / Non-Exempt): Exempt
Compensation (Hourly / Salary): Salary
Job Status (Full-Time /Part-Time /Temp): Full time
Daily Schedule (Start time Flexible / Not Flexible): Flexible
Work Location: Position preferred to work from HQ, but will consider remote

Job Discretion

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties

1. Report, write and edit for all PPAI publications, cultivating story ideas and sources throughout the promotional products industry.
2. Determine and develop key content for all publications, exercising news and editorial judgment with minimal need for oversight.
3. Contribute to industry-wide discussion and community building efforts.
4. Contribute to PPAI-produced multimedia and social media as determined.
5. Cultivate relationships with members, as well as industry and outside experts for editorial contributions.
6. Curate resources from a wide variety of sources including business publications.
7. Contribute to production of publications within specified budget and deadlines.
8. Assist with photo selection, posting articles and developing e-newsletters.
9. Develop content for scheduled supplements and research projects.

Secondary Responsibilities

1. Keep up with trends in publications and content delivery; evaluate new ideas to keep PPAI publications on the leading edge of communications.
2. Coordinate with internal departments to stay abreast of relevant topics and editorial considerations.
3. Work as part of a team to improve the performance of fellow editors.
4. Report from industry events as needed.

5. Proactively engage with outside sources, managing relationships within the industry.
6. Participate in strategic editorial planning.
7. Other duties as assigned by manager.

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Required

School/Certification Authority	Degree/ Certification	Major/ Minor
College	Bachelors	Journalism or Related Discipline

Experience Required

Type of Work	Years of experience
Reporting and Editorial Experience	2+

Knowledge, Skills and Abilities Required

- Demonstrated ability to produce a wide variety of content while managing overlapping deadlines.
- Excellent news judgment and writing skills for breaking news, trend pieces and in-depth and feature-length stories. Digital experience preferred.
- Expert in AP style with a strong attention to detail.
- Demonstrated ability to work as part of an editorial team.
- Strong organizational and prioritization skills.
- Excellent written and verbal communication skills.
- Professional appearance and demeanor.
- Strong interest in learning about the issues, challenges and opportunities related to the promotional products industry.
- Experience with content management systems and email distribution preferred.
- Demonstrated grasp of social media engagement.
- Experience in podcasting or broadcasting a plus, but not a requirement.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

Physical Activity

- Sitting
- Standing
- Lifting
- Pushing/Pulling
- Bending/Stooping
- Extended work hours, extended weeks (endurance requirement)

Work Environment

- Office environment
- Trade show floor or event venues
- Temperature controlled environment
- Travel: Must be able to travel

PPAI is an Equal Opportunity Employer (EOE)

Apply to: apply@ppai.org