JOB TITLE: ASSOCIATE EDITOR/COMMUNICATIONS SPECIALIST

The associate editor/communications specialist supports the editorial production of Hereford World and Baldy Advantage, working closely with the executive editor and senior editor. The associate editor/communications specialist also works closely with the American Hereford Association (AHA) Communications and the 1881 Creative team, assisting with the development of communications assets, press releases, digital content and brand initiatives. This position will be based out of the AHA headquarters in Kansas City, Mo., and will require approximately three weeks of travel each year, with the opportunity to potentially add more trips to cover events and gather content.

KEY ASSOCIATE EDITOR RESPONSIBILITIES:

- Proofread, edit and fact-check editorial content for Hereford World and Baldy Advantage.
- Manage multiple projects while consistently meeting strict monthly publication deadlines.
- Serve as a liaison between the editorial department and internal AHA/1881 teams to ensure clear communication and efficient workflow.
- Assist in writing, editing and proofreading articles to AP, AHA and 1881 style, including feature stories, press releases, member communications and other organizational content.
- Report directly to the executive editor and work closely with the senior editor throughout the publication process.
- Assist in the development, proofreading and distribution of Association press releases, including publication across digital and social media platforms.
- Coordinate the cover photography and imagery for Hereford World and Baldy Advantage.
- Capture and organize photos, from Association members, events and shows, for use in AHA and 1881 marketing materials.
- Assist with tracking, editing and publishing sale reports and show reports across print and digital platforms.
- Maintain strong organization and communication to effectively coordinate projects with multiple departments.
- Work collaboratively with the director of seedstock marketing and AHA field staff to gather editorial content and promote member activities.
- Attend AHA-sponsored events, national and regional breed functions, and industry events to cover the event and gather editorial content, photos and member stories.

KEY COMMUNICATIONS SPECIALIST RESPONSIBILITIES:

- Work alongside the director of communications to support branding initiatives, photography needs, and social media campaigns.
- Collaborate with1881 Creative staff and the Communications team on editorial projects, marketing initiatives, and organizational messaging.
- Coordinate and write Association press releases and content used to cover events and meetings, such as profiling award winners, reporting competition results, etc.
- Help edit and proofread AHA Communication materials, such as e-newsletters.

QUALIFICATIONS:

- Excellent news and feature writing, including writing clear, concise copy in an active voice.
- Editing and proofreading ability with knowledge of both AP style and proper grammar.
- Strong organizational skills with the ability to prioritize and manage multiple deadlines.
- Exceptional written and verbal communication skills.
- Ability to work collaboratively in a team-oriented environment; yet a self-starter who can work independently on assigned tasks.
- Attention to detail and commitment to producing high-quality editorial content.
- Experience with photography and image editing.
- Experience with social media management and content creation.
- Ability to assist with website updates using WordPress.
- Basic understanding of the Adobe Creative Suite is not required but strongly preferred.
- Interest in the beef cattle industry, agriculture or livestock publications is preferred.

BENEFITS

Employees of the AHA enjoy a competitive benefits package including medical insurance, dental insurance, vision coverage, life and disability insurance along with a 401(k). Personal time off (PTO) and vacation are also included.

If you would like additional information or wish to apply, please contact Kane Aegerter, director of seedstock marketing. A cover letter, resume, references and a portfolio that includes writing samples can be sent to kaegerter@hereford.org.