Job Title: Editorial Assistant

Job Description:

- Driscoll’s Global Extension & Communication Department adds value to the company by catalyzing knowledge-sharing among Driscoll’s research staff and to Driscoll’s growers.

- The primary purpose of this position is to support the development of scientific and agronomic publications for Driscoll’s. This role will be responsible for copy/line-editing and managing manuscripts through the editorial workflow. See diagram below.

- This position will be part-time, remote, and hourly at a rate of $35/hr. We expect ten to fifteen hours of work per week. Driscoll’s will provide a laptop and any other necessary equipment. This position will have weekly phone call check-ins with supervisor. A day-long training will be provided and cost for attendance will be covered by Driscoll’s.
Responsibilities and Duties:

- Coordinate peer-reviews, page layout, translation, and internal publication.
- Copy and line edit for accuracy, clarity, grammar, syntax, spelling, punctuation, formatting, and adherence to in-house style guides.
- Serve as day-to-day editor contact addressing all questions and concerns regarding manuscript submissions.
- Manage all relevant documentation including uploading final publications to the library and managing all related files such as manuscript, image files, etc.

Qualifications and Skills:

- Previous editorial experience or related coursework
- Customer service attitude
- Highly organized and attention to detail
- Ability to meet deadlines
- Knowledge of the agriculture industry
- Excellent communication skills – written and verbal

How to Apply:

Contact Stephanie Chavez (Stephanie.chavez@driscolls.com) for more information. Please include statement of interest and resume.