

## **Education Developer and Editor**

Education Center

Location: Remote, intermittent in-office meetings at AMA Headquarters in Chicago (if interested)

Job Type: Contracted employment

### **Key Responsibilities:**

- Assist in the editorial process, including designing, developing, proofreading, and editing educational content for accuracy, clarity, and style.
- Collaborate with subject matter experts, and other editorial, marketing and publishing team members to ensure cohesive content development.
- Conduct research to support content creation and verify information accuracy.
- Manage content scheduling and publication timelines on various platforms.
- Track and analyze site metrics to provide insights and recommendations for content improvement.
- Coordinate with graphic designers and multimedia teams to incorporate visuals and interactive elements as needed.
- Maintain an editorial calendar and ensure timely execution of content deliverables.
- Address feedback related to content issues and make necessary revisions.
- Assist in creating promotional materials and updates for our social media channels and newsletters.

### **Essential Qualifications:**

- Medical doctorate with clinical experience (including residency).
- Exceptional writing and proofreading skills, with strong attention to detail.
- Ability to work independently and as part of a team in a remote setting.
- Strong organizational and time-management skills.
- Excellent communication skills, with a proactive and adaptable approach to changing priorities.

### **Preferred Qualifications:**

- Previous experience in editing, publishing, or content creation is a plus.
- Familiarity with data analysis and ability to interpret performance metrics to drive content strategy.
- Familiarity with learning science principles is a plus.

- Proficiency in using content management systems and familiar with SEO best practices.

**Compensation:** Competitive salary based on experience, with opportunities for professional development.

**Application Process:** Applicants should submit a resume, a cover letter detailing their interest and suitability for the role, along with 2-3 citations or samples of previous work or a portfolio of relevant projects.

**Equal Opportunity Employer:** We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us in making education more accessible and engaging for learners everywhere. We look forward to seeing what you can bring to our team!