

## Editorial Committee Chair

**The Alaska Nurses Association (AaNA) is currently seeking an exceptional nurse to join our team of dedicated staff as Editorial Committee Chair. This is a part-time position.**

**Position Description:** The Editorial Committee Chair is responsible for leading the work of AaNA's Editorial Committee and producing AaNA's bimonthly publication, *The Alaska Nurse*.

### Core Responsibilities

- Works with the AaNA Board of Directors to develop and recommend policies and objectives for AaNA.
- Prepares for and leads AaNA Editorial Committee meetings.
- Leads the discussion process to plan the contents and subject matter of *The Alaska Nurse*.
- Works with Editorial Committee and the publishing company to develop an annual Editorial Calendar and Media Kit.
- Recruits committee members and authors, encourages authors to contribute articles to *The Alaska Nurse* and facilitates accountability and engagement amongst authors and committee members.
- Prepares, rewrites, and edits content to improve readability and verify facts.
- Reviews and approves proofs submitted by publishing company prior to publication production.
- Develops article and content ideas.
- Writes and researches content for *The Alaska Nurse*.
- Ensures the overall quality of *The Alaska Nurse* on the following factors: publication consists of topics of interest to nurses and membership, articles are professionally and competently written, and publication layout is thoroughly reviewed and professionally completed.

**Qualifications:** The successful candidate will be a licensed registered nurse. Candidate must possess excellent communication skills, writing talent, creativity and vision, and be able to manage comprehensive projects. Ability to conduct research and to work both collaboratively and independently on various tasks is required. The successful candidate is required to maintain current membership with AaNA.

**This position is part-time, 10+ hours per week with a flexible schedule. Competitive compensation, DOE.**

**To apply, please email CV and cover letter to [andrea@aknurse.org](mailto:andrea@aknurse.org). Position remains open until filled.**