

**TITLE:** Component Affairs Assistant  
**UNIT:** Component Affairs  
**REPORTS TO:** Director of Component Affairs  
**RANGE:** \$28,242; \$37,658; \$47,072

**SUMMARY:**

Provides administrative and program support to Component Affairs Director and Coordinator. Assists with the coordination of component member recruitment and retention campaigns for additional membership unit process and pilot program. Component Affairs Assistant also provides assistance to the Student Assembly, Forums and Caucuses.

**RESPONSIBILITIES:**

Provides general information and assistance to Component members upon request, and works with Director and Coordinator of Component Affairs to coordinate the dissemination of timely program information to leadership. Maintains program and accounting files, corresponds with members, maintains member database records, handles routine member unit telephone, fax, and e-mail inquiries. Coordinates with leadership to update and maintain Component Affairs and member unit's areas of APHA website. Provides administrative assistance to the Student Assembly as needed. Assists with ongoing marketing activities for the pilot program and additional membership unit program in an effort to retain current members and recruit new members into the Association. Organizes a variety of Section meetings throughout the year. Manages the student and caucus award segment of the Annual Meeting program. Develops material for Get Ready emergency preparedness campaign. Other duties relating to member unit activities as assigned by the Director of Component Affairs.

**SUPERVISES:** N/A

**REQUIREMENTS:**

Undergraduate university degree (BA/BS). Experience with member-driven, not-for-profit organization preferred. Strong communication skills required, i.e. written and oral. Attention to detail is a must. Computer proficiency required in Microsoft software and the use of iMIS database.

**CLOSING DATE:** June 1, 2010

**TITLE:** Book Production Coordinator  
**UNIT:** Publications Services  
**REPORTS TO:** Manager of Production  
**RANGE:** \$36,366; \$48,486; \$60,608

**SUMMARY:**

The Book Production Coordinator is responsible for the planning and production of all APHA Press books in all formats.

**RESPONSIBILITIES:**

This position is responsible for the accurate production of all APHA books and is accountable for the entire book production process including working directly with authors and the Publications Board liaison, overseeing book outsource vendor, printer, and ebook production. He/she is charged with the responsibility of ensuring timely and accurate manuscript review and production (including reminders to authors about their deadlines) and provides error-free copy to printer. This specifically includes copyediting, proofreading, indexing, and layout. He/she checks all proofs and corrects all mistakes and reviews blueines. He/she remains current on new production techniques. The Book Production Coordinator monitors the production budgets to ensure that book projects are kept within budget. He/she provides cost sheets to marketing and accounting on a timely basis. He/she works with marketing staff to keep them abreast of book developments.

**SUPERVISES:** N/A

**REQUIREMENTS:**

A college degree with 2 or more years in production. Experience working with DTDs, with a preference for the NLM Book DTD, working with vendors and authors. He/she must have proven experience in e-books, digital printing, and working with XML file production. Ability to meet deadlines and juggle multiple projects concurrently.

**CLOSING DATE:** June 1, 2010

**TITLE:** Senior Associate Production Editor  
**UNIT:** Publications Services  
**REPORTS TO:** Manager of Production  
**RANGE:** \$36,366; \$48,486; \$60,608

**SUMMARY:**

Performs the following functions for the *American Journal of Public Health*: Assist in monitoring the production schedule, ensuring that deadlines are met and that freelance workflow remains steady and consistent. Serve as the backup point person when the Manager of Production is out of the office. Direct the copyediting process and review copyedited manuscripts and figures, checking grammar, style, and consistency. Prepare edited manuscripts and figures for composition. Monitor proofreading and assist the Junior Associate Production Editor in review of composed proofs as needed. Perform final quality control check on proofs, checking grammar, style, and consistency. Direct the notebook review process and assist in reviewing notebooks for correctness. Perform final quality control check, ensuring proper layout, style, and necessity of changes. Help direct and monitor Production Coordinator position, assisting in training and assigning projects as needed. Other administrative tasks.

**RESPONSIBILITIES:**

Monitor workflow and work with the Manager of Production to help develop/improve current production policies and systems. Oversee copyediting of manuscripts for grammar, spelling, punctuation, clarity, and consistency with established Journal style. Review copyedited manuscripts, providing feedback to copyeditors, and prepare manuscripts for composition. Resolve communication issues between copyeditors and authors to preserve the production schedule. Review figures for style and format; convert and create graphics to replace figures that fail to meet Journal criteria. Perform quality control checks on proofread Journal manuscripts, checking for proper layout, grammar, style, and consistency. Assist in proof review as needed. Monitor page layout and compositors' compliance with established style, making changes and providing feedback as needed. Perform quality control checks on paginated notebooks, reviewing and approving pages for style, layout, completeness, and correctness. Assist in notebook review as needed. Maintain and update house style manual for all staff and develop preedit/copyedit tools. Edit JournalWatch (for *The Nation's Health*) and press release copy. Assist Manager of Production with issue pagination, department accountabilities, maintenance of Instructions for Authors, Journal design, production process evaluation, performance benchmarks, and production schedules, serving as the backup point person when the Manager of Production is out of the office. In conjunction with the Manager of Production, provide input to help refine and develop production processes and to hire and vet the freelance editing staff. Liaise as needed with copyeditors, compositors, designers, editors, and printer, as well as other vendors as required. Develop and update forms, templates, and procedures as needed. Other tasks as necessary.

**SUPERVISES:** Contractors

**REQUIREMENTS:**

Bachelors degree in related field. Three years of experience proofreading or copyediting, preferably in traditional scholarly publishing environment. Macintosh and database experience helpful. Knowledge of Microsoft Word, Excel, and HTML, Illustrator, and Photoshop required. Knowledge of publications process and AMA and Chicago styles required. Excellent organizational skills, attention to detail, knowledge of standard office procedures, excellent written and oral communication skills, ability to proofread and copyedit, ability to work independently, ability to deal tactfully and professionally with authors and editors.

**CLOSING DATE:** June 1, 2010