

Job Title: Associate Editor
FLSA Status: Non-Exempt
Position Type: Full-time, salaried position
Department: Earth Island Journal
Job Level: Grade 4
Pay Range: \$75,931 - \$89,331
Reports To: Journal Editor-in-Chief

About Earth Island Journal:

Earth Island Journal (earthislandjournal.org) is an award-winning environmental magazine published by Earth Island Institute, an organization that supports environmental activists and leaders working to protect the biological and cultural diversity that sustains our environment. Our magazine's quarterly print and year-round online editions combine investigative journalism, thought-provoking commentary, art, and more to highlight the subtle but profound connections between the environment and other contemporary issues.

Position Overview

The associate editor will assist the *Earth Island Journal* team in producing the magazine's print and online editions. In addition to editing, reporting and writing for the magazine, the associate editor will contribute to the *Journal's* weekly newsletter and social media posts, assist with marketing and engagement efforts, and help the *Journal* fulfill its mission to educate the public about pressing environmental challenges and solutions.

Key Responsibilities

EDITORIAL

- Edit across a variety of formats, from daily news stories, newsletters, and book reviews to long-form features.
- Conceive, report on, and write short news reports and feature stories for print and online editions.
- Help produce weekly *Journal* newsletter.
- Review and solicit pitches from freelance writers.
- Work with editorial team and art director on copyediting and design of quarterly print magazine.
- Help with photo selection, layout, and publication of online articles.

ADMINISTRATIVE/DEVELOPMENT

- Work with editor-in-chief and managing editor to develop new ideas for sharing and marketing the magazine's content.
- Collaborate with editor-in-chief and managing editor to implement long-term reader engagement and fundraising strategy.
- Represent the magazine and Earth Island Institute at conferences, speaking engagements, and events.
- Work with editor-in-chief and managing editor to supervise and mentor interns.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

We strongly encourage individuals from underrepresented backgrounds, including women and people of color, to apply. Research has shown that these groups are often less likely to apply unless they meet 100% of the listed qualifications. At Earth Island, we value diversity and believe that a range of perspectives contributes to our success. If you have at least 60% of the qualifications listed and a growth mindset, we encourage you to submit your application.

Required Skills and Competencies

The ideal candidate will have:

- Strong written and verbal communication skills.
- Deep knowledge of environmental issues.
- Ability to function independently and be self-motivated.
- Attention to detail.
- Basic knowledge of InDesign and Photoshop a plus.

Education and Experience

- Three to five years of professional experience as an editor, ideally in a journalistic setting.
- Bachelor's degree and/or commensurate related work experience.

Location: Earth Island's offices are located in Berkeley, California. This is a hybrid position with two days per week at the office and in-person attendance at regular in-person meetings and gatherings.

Compensation: This is a full time, non- exempt position. A salary, within the range of \$75,931 - \$89,331, depending on experience, will be provided to the successful candidate having met the minimum requirements for the position, consistent with the Earth Island Institute compensation philosophy.

Earth Island Institute has adopted a compensation philosophy and set of practices to promote equity, remove bias - whether implicit or explicit - in the salary adjustment process, and promote transparency around salaries. Each position has a grade and has a corresponding range of pay based on market pay practices and an employee's tenure in a job. The candidate's exact placement will be determined based on factors consistent with Earth Island Institute's compensation philosophy. Full benefits include medical, dental, vision, and life insurance, 13 paid holidays per year, a week-long winter break, paid vacation and sick leave, and a 401(k) plan with employer match.

Affirmative Action/EEO Statement:

Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status,

amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Earth Island Institute is committed to our role in addressing barriers to engagement as we work collectively toward a future of environmental well-being for all. We value diversity and inclusion, and we look forward to reviewing applications from all who are qualified to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.

To Apply:

Please send your résumé, 2-3 editing and/or writing samples, and a cover letter expressing your interest in the position to jobs@earthisland.org with Associate Editor in the subject line. Applications received by May 10, 2025 will be considered for priority review. Applicants may be contacted prior to May 10, 2025 to participate in a short screening call. The position will be open until filled.