EDITOR

Position: Editor
Reports to: Chief of Operations
Status: Hourly/Non-Exempt
Terms: Full-time
Location: Atlanta, GA
Posted: March 16, 2020
Initial Review: March 30, 2020

POSITION SUMMARY
The Editor is a member of the staff of the Commission appointed by the Chief Executive Officer, and reports to the Chief of Operations. The Editor shares with other ACEN staff the work involved with the Commission’s evaluative processes, serving in a supportive role in the accreditation processes, systems, and operations to include but not limited to processing reports, communications, meetings, and data management.

RESPONSIBILITIES
• Collaborate with other members of the editing team to continually refine and improve methods to increase efficiency and improve integrity of reports processing;
• Draft, format, edit, confirm integrity, and finalize summaries of site visit team reports (Site Visit Reports, Follow-Up Reports, Focused Visit Reports) and Evaluation Review Panel (ERP) recommendations as part of the materials used by the successive levels the ACEN accreditation review process;
• Create and maintain merge data sources for use in generating draft documents, including site visit team reports, ERP recommendations, and Commissioners’ decisions;
• Create, edit, and finalize documentation and communications pertaining to ERP and Board of Commissioners (BOC) meetings;
• Perform reliable editing and writing of technical documentation and communications in accordance with established standards and style guidelines to serve internal and external constituents;
• Perform periodic quality checks on all site visit, ERP and BOC related forms and finalized site visit team reports at the conclusion of each cycle;
• Manage pre-cycle tasks in preparation for upcoming scheduled accreditation cycles;
• Manage cycle folder creation and organization of documentation by cycle;
• Assist in development, maintenance, updates, and edits to forms, documents, other internal/external resources and web assets related to the accreditation process;
• Assist in generating scheduled communications regarding accreditation visits, and written reports;
• Collaborate with staff to write copy, proof, and edit correspondence and publication materials, including the articles in the quarterly newsletter, news releases, promotional campaigns, and others as assigned;
• Organize and maintain files and program records;
• Utilize written and oral communication skills to address questions and inquiries related to
accreditation from internal and external constituencies;
• Coordinate and participate in cross-training with other ACEN staff in related roles and responsibilities;
• Function as a meetings recorder by attending and documenting the deliberations and recommendations at the ERP and Commissioners’ decisions;
• Other duties and responsibilities as assigned.

QUALIFICATIONS
All of the following are required and considered critical elements to be considered for the position (as noted):

• Baccalaureate degree in English, journalism, communications or related field;
• 2+ years of related experience as copywriter, editor, or related work preferred;
• Substantial administrative and project management experience preferred;
• Exceptional writing, interpersonal, listening, and speaking skills;
• Extensive word-processing and editing skills;
• Expert with advanced functionality of Microsoft Word;
• Working knowledge of Microsoft Outlook, Excel, Access, and PowerPoint;
• Able to navigate in a Windows 10 environment
• Able to identify, troubleshoot, and resolve challenges in a timely manner with little to no assistance, seeking aid as necessary;
• Must exhibit sound and accurate judgment;
• Must demonstrate accuracy, thoroughness, paying strong attention to detail;
• Highly organized with excellent time management skills;
• Flexible, change embracing in rapidly evolving work and environment;
• Able to perform in team-oriented environments; and
• Maintain professionalism, integrity, dependability, and ability to maintain confidentiality.

COMPANY OVERVIEW
The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. ACEN is an equal opportunity employer.