



Copy Editor

Association Innovation and Management, Inc. (AIM) is looking for a qualified and talented Copy Editor with excellent writing, proofreading, and copy editing skills to work within its Communications Department and assist in producing client marketing materials, publications, and other internal and external communications.

The Copy Editor must be skilled in proofreading and editing written material to identify and correct errors in grammar, spelling, usage, consistency, and style. Candidates should be creative, exhibit careful attention to detail, and make certain that final materials are clear, concise, and grammatically correct.

Project management skills and basic writing abilities also will be needed, as the Copy Editor will help manage certain publications and communications.

Requirements:

- Bachelor's degree in English, communications, or related field
- Must be able to provide samples, upon request, of the types of materials that they have experience editing
- Outstanding oral communication skills to collaborate with staff and client leadership to draw out information and translate their ideas into the written word
- Strong knowledge of proofreading, syntax, spelling, and formatting
- Familiarity with the *Chicago Manual of Style*, 17th Edition
- Capacity to work in deadline-sensitive environment
- Basic understanding of layout and design
- Previous scientific/medical editorial experience a plus

To apply for this position, email your resume to HR@aim-hq.com