



## **Job Opening**

### **Editor**

The *Editor* will be responsible for the publication of the *Natural Hazards Observer*, a twenty-four page newsletter produced every two months with a circulation of over 16,000 domestic and international subscribers. The *Editor's* duties will include:

- Research, write, and edit content, including reports on recent legislation, grant awards, publications, research findings, and other news of interest to the hazards community
- Solicit articles and illustrations from and maintain relationships with outside authors and illustrators
- Be responsible for all aspects of *Observer* production including digital formatting and layout
- Manage the *Observer's* printing and distribution processes
- Work closely with the Program Manager and other Center staff on financial planning, subscriber outreach, content development, and Web distribution to ensure the *Observer's* continued success
- Ensure that the *Observer* is tightly integrated into the Center's overall knowledge clearinghouse activities
- Edit other Center publications (both print and electronic forms) to improve clarity, consistency, and accuracy and to ensure publications meet the needs of targeted audiences
- Provide mentoring to junior staff and students
- Assist the Program Manager in the planning and implementation of outreach initiatives and strategies for the Center and its programs

#### Preferred Qualifications:

- At least three years broad editorial experience, including writing, proofreading, and preparing publications for print and online distribution
- A university degree in a field related to hazards and disasters planning, management, or research (e.g., geography, political science, or sociology) or a degree in the communications fields (e.g., journalism, English, or communication)
- Graduate degree highly preferred
- Excellent verbal and written communication skills with the ability to write and edit a range of materials for a variety of audiences
- Highly organized, detail oriented, team player with superior time management skills
- Flexible with the ability to work in a dynamic environment
- Advanced knowledge of the Microsoft Office Suite and the Adobe Creative Suite
- Familiarity with Web content management, organization, and software, especially Dreamweaver

For more information about the Natural Hazards Center, go to [www.colorado.edu/hazards/](http://www.colorado.edu/hazards/). Please send a letter of application, resume, writing sample, and contact information for three references in Microsoft Word or PDF format to Ezekiel Peters, Program Manager, at [ezekiel.peters@colorado.edu](mailto:ezekiel.peters@colorado.edu). Review of materials will begin on March 24, 2008, until the position is filled. Only candidates selected for an interview will be contacted. This is a full time, year round position with a starting salary of \$50,000. Benefits include four weeks annual leave, free public transportation in the Boulder/Denver metro area, access to University of Colorado classes and programs, and excellent health and dental options, among many others. This job is located at the University of Colorado at Boulder.

The University of Colorado at Boulder is committed to diversity and equality in education and employment.