



## WILLIAM H. SADLIER, INC JOB DESCRIPTION

**Position:** Editor, ELA

**Department:** Publishing

**Reports To:** Senior Editorial Director

**Summary:** Assists in the timely development of a project from onset to bound book/go live date

**Salary:** \$70-80k

**Core Responsibilities:**

- Identifies problems in content or planning and recommend solutions
- Evaluates, edits, and prepares content throughout all phases of the print/digital production process
- Prepares art specs for assigned content and attends concept meetings with cross-functional teams
- Creates and maintains project documentation
- Reviews published content for reprints and revisions
- Attends the daily/weekly departmental status meeting and report on assigned projects
- Commits to assigned schedules, benchmarks, and budgets for all assigned product
- Consults with the Editorial Director and/or Executive Editor on projects and assignments
- Requests department books, materials, etc. as needed
- Attends meetings, conferences, focus groups, and exhibits as necessary to glean market information, to update product/content knowledge, and to promote Sadlier products

**Education, Experience, Skills Required:**

- BA College degree in English or Education
- Classroom teaching experience, K-8
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Working knowledge of Adobe Acrobat Pro (PDF markup, commenting)
- Ability to work independently
- Strong communication and critical thinking skills

Company is an Equal Opportunity/Affirmative Action Employer.