

JOB DESCRIPTION

Position: Editorial Coordinator

Location: London

Vacancy Start date: As soon as possible

ECFR (The European Council on Foreign Relations) is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. www.ecfr.eu

Job profile

We are looking for an Editorial Coordinator to support ECFR staff in the general management and organisation of ECFR's publications, other written content, and related activities.

Responsibilities

- Manage the publications process from proposal to publication (liaise with programmes, authors, editor, and reviewers - as well as external designers and proofreaders)
- Proofread, typeset and input basic graphics for ECFR publications (where relevant, liaise with author and designer for more advanced graphics), and finalise supplementary text including author information, acknowledgements and mention of funders.
- In coordination with the editor and communications team, commission, liaise with authors and copy-edit commentary pieces for ECFR's website, choose title and introductory line, and publish online.
- Liaise with Communications/Advocacy team regarding publication timing in relation to media calendar, events
- Work in conjunction with the web team and communications team to post and promote publications, including helping to draft press releases, posting publications online, helping develop a promotion plan
- Collect and process invoices from designers, proofreaders, etc.
- Update publications log and ISBN spreadsheet, save final versions of PDFs on the main drive in the publications sub-folder
- Maintain publications calendar - which also includes larger web projects, monitor progress of written output in programme work-plans
- Schedule publications meetings
- Mass mailing of publications (where relevant) and manage existing external storage
- Liaise with staff in ECFR's Sofia office on printing (when applicable).

Person Specification

- Demonstrate relevant and proven experience in a busy and multinational office environment.
- Solid office experience, preferably in a fast-paced environment requiring extensive interaction with others by phone and in writing.
- Able to copy-edit text quickly and accurately.

- Excellent standard of written and spoken English (sound knowledge of spelling and grammar with the ability to write clearly).
- Proficient use of computer software packages, experience using web-based applications and website management, basic InDesign and Adobe Illustrator knowledge preferred
- Flexible and ability to multi-task
- Good organisational skills and strong attention to detail.

TO APPLY:

Please send a one-page covering letter (with ref: EdAsst15 in the subject line) and your CV to: recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the EU.

Closing date for applications: Sunday 24th June 2015 at midnight

Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted. If you have not heard from us within 7 days of the closing date, you have not been successful on this occasion.

STRICTLY NO AGENCIES PLEASE

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