



POSITION DESCRIPTION

Position Title: Publications Coordinator (Part-Time)

Reports To: Director, Publications

The part-time Publications Coordinator will support the Publications Department with various tasks related to ASPEN's overall publishing strategy, mission, vision, and core values. The incumbent will assist with book development/production tasks and journals-related administrative tasks; assist with book orders, fulfillment, and inventory; and provide publications-related customer service.

Responsibilities

Book Development/Production

- Assist with manuscript tracking, inventories, and formatting; handle reprint permissions; and coordinate distribution/receipt of various publications forms.
- Check typeset page proof corrections and proofread indexes.
- Assist with creating/updating book product pages for ASPEN's online bookstore and other publications webpages as needed.
- Assist with eBook distribution including managing metadata/assets and uploading new titles.

Journals, Customer Service, and Other Responsibilities

- Coordinate distribution/receipt of journals-related forms and handle other journals tasks as needed.
- Process customer orders and publications-related payments.
- Respond to customer service inquiries regarding book order status, eBooks, and other publications-related requests.
- Handle ASPEN Classroom Discount Program requests.
- Monitor book inventory, reconcile quarterly inventory, and assist with order fulfillment.
- Assist with preparation of bookstore materials for ASPEN's annual conference.
- Perform other duties and special projects as assigned.

Qualifications

- Bachelor's degree required.
- 1 year of publishing experience highly preferred.
- Excellent oral and written communication skills.
- Superb organizational skills, ability to juggle multiple tasks, and attention to detail.
- Strong interpersonal skills and ability to represent ASPEN with tact and professionalism when interacting with members, authors/editors, customers, and vendors.
- Self-motivated, quick learner; ability to work effectively with colleagues from other departments and adapt to change.

- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat Pro.
- Ability to travel to ASPEN's annual conference.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

ASPEN has a culture that supports work/life balance and has a generous benefit package including health and retirement benefits, flex time, and remote work opportunities.

ASPEN is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

To apply, please email cover letter with salary requirement and resume to jobs@nutritioncare.org.