



POSITION DESCRIPTION

Position Title: Assistant Manager, Publications

Reports To: Director, Publications

FLSA Status: Full Time, Exempt

The Assistant Manager works closely with the Director of Publications to execute ASPEN's overall publishing strategy in support of ASPEN's mission, vision, and core values. This full-time member of the publications team will help create new products and update existing ones, both in print and for our expanding digital library. You will manage the production of our books (print and ePubs) and help develop educational course offerings. You'll also oversee inventory management and fulfillment, provide support for our sales and marketing efforts, and manage the bookstore at the annual conference. We're looking for someone with book production and, ideally, course development experience who can roll up their sleeves and become a key part of a small but driven team. This position offers an excellent opportunity for learning, growth, and cross-departmental collaboration. At ASPEN, we are looking for people who want to make a difference for our members and customers. We understand the value of diverse cultures, perspectives, and identities, and want you to bring your full and authentic self to work. You will be empowered and challenged by working with dynamic colleagues and content experts to find new and innovative ways to make ASPEN succeed in our mission of serving professionals and their patients.

Responsibilities

- Provide project management assistance for all ASPEN publications, establishing timelines and coordinating communications among staff, authors/editors, and vendors and ensuring that manuscript workflows progress to meet editorial deadlines.
- Work closely with editors, authors, copyeditors, designers, typesetters, indexers, and printers to ensure the timely release of high-quality products that meet the needs of ASPEN members and customers.
- Oversee book and course production processes (print and digital) to ensure titles meet ASPEN standards (eg, AMA style).
- Draft, copyedit, and proofread publication department product descriptions, marketing ads, and other materials; assist with other documents as needed.
- Pull detailed data for editorial reports on milestones, deadlines, and sales; assist with synthesizing and comparing data as needed.
- Oversee book inventory and order fulfillment and publications related updates to the Association Management System database.
- Respond to inquiries from customer service regarding books, journals, copyright, and other publication information.
- Manage author royalties and assist finance with publications-related sales and payments.
- Assist in preparing, setting up, and staffing for ASPEN's annual conference as needed.
- Perform other duties and special projects as assigned.

Qualifications

- Bachelor-level college degree required.
- 2 to 4 years of relevant work experience.
- Excellent communication and comprehension skills, both written and oral.
- Superb organizational skills and attention to detail.
- Ability to work effectively with colleagues on cross-functional teams; creative problem solver; proven ability to work independently and adapt to change.
- Publishing and project management experience, such as in journalism, book development and/or digital content preferred.
- Experience working with web-based education technology and content management systems, including proficiency in Microsoft Suite (Word, Excel, Adobe).
- Familiarity with copyediting and proofreading professional texts, knowledge of English grammar, science/technology/medicine (STM) writing styles, and American Medical Association (AMA) style desirable.
- Ability to work effectively with members, authors, editors, vendors, and others with tact and professionalism.
- Quick learner who can become fully proficient in ASPEN procedures and systems, including the association management system.
- Ability to travel to ASPEN's annual conference.

Benefits: ASPEN's culture supports work/life balance and offers a generous benefits package that includes health benefits, flex time, and remote/telework opportunities.

Equal Opportunity Employer: ASPEN is an Equal Employment Opportunity (“EEO”) Employer. ASPEN does not discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws.

To Apply: Email a cover letter with salary requirements and resume/CV to jobs@nutritioncare.org.