



## **Job Opening Announcement**

### **Editor - Transportation, Agriculture, & Welding - Hybrid**

Goodheart-Willcox Publisher, Experts in Career and Technical Education (CTE), is seeking an **Editor** for the Transportation, Agriculture, and Welding group. The Editor will act in a lead role for managing multiple projects through the editorial process. The ideal candidate possesses market expertise, utilizes a customer-centric approach to editorial work, collaborates closely with authors, and provides guidance and advice to help create market-leading products.

#### **What we offer:**

Goodheart-Willcox Publisher is an employee-owned company driven by our mission, **“We Build Careers.”** G-W has spent over a century building a culture that we are proud of and is centered around our Core Values of ***Do the Right Thing, Can-do Attitude, Roll Up Your Sleeves, and Always Improving.*** When you join our team, you will experience an environment of collaboration, empowerment, and respect.

We’ve carefully selected our benefits, including retirement options, with a focus on fostering the overall wellbeing of our employees!

- *Employee Stock Ownership Plan & 401(k) with match*
- *Wellbeing Program*
- *Wellness Reimbursement Program*
- *Cariloop – a Caregiver Concierge*
- *Pet Insurance*
- *Employee Assistance Program*
- *Generous Paid Time Off*
- *Social Activities and Events*

#### **What you’ll do:**

- Work with authors and the publishing team to successfully manage revisions/new products from planning through publication.
- Assist with reviewing, establishing, and executing product development plans and market development plans for new or revised titles in synchronization with the overall goals and editorial investment strategy for a given edition of the work.

- Provide direction, guidance, and feedback to authors/outside developers throughout the manuscript development process with respect to text narrative, illustrations, pedagogy, and supplements.
- Facilitate and execute each step of the development, editing, and production preparatory stages.
- Edit, research, verify accuracy of content, and write (as needed) manuscript for products.
- Edit, design/create, and obtain illustrations, tables, charts, and photographic images for products.
- Help find and choose qualified reviewers. Work with reviewers to ensure accuracy and appropriateness of the manuscript.

**What you'll bring:**

- Bachelor's degree required. Degrees in English, Publishing Studies, or Journalism preferred.
- Minimum four years of experience editing, working with educational content development, instructional design, or teaching content and course material in career and technical education, or health and health sciences required.
- Understanding of state or certification based educational standards as well as experience correlating and editing educational materials to those standards.
- Must have excellent knowledge of basic English language skills needed to perform editing tasks, specifically, sufficient grammar and usage.
- Proficiency in basic computer skills, including Microsoft Office and Windows.
- Interest, experience, or aptitude in one or more specific subject areas in Transportation, Agriculture, and Welding preferred.
- Experience in editing K-12 educational products and post-secondary materials.

Goodheart-Willcox Publisher provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, ancestry and marital status, and other protected classes, in accordance with applicable federal and state laws.

In addition, Goodheart-Willcox Publisher complies with applicable state and local laws governing nondiscrimination of employment. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.