

## **Standards Editor/Professionalism Coordinator**

Association with professionalism and public policy mission seeks individual to assist in the development of technical manuscripts for professional standards of practice. Under direction of Program Manager, s/he will provide editorial expertise to ensure clarity, consistency, logical flow, style, punctuation, grammar, and conformity with guidelines. Coordinate meetings and conference calls in which s/he captures edits developed during group drafting sessions in person and via internet conferencing tools. Maintain regular communication with committee members to keep them informed and on track with an annual production schedule. Assist the General Counsel and Professionalism Department, as needed.

Requires strong editing and proofreading skills. Knowledge of *Chicago Manual of Style*. Polished written and oral communication style. Great ability to multi-task. Strong organizational skills. Bachelor's degree in English or other writing and editorial training. Minimum of five years of professional editing experience. Project coordination and relationship management experience preferred.

The Academy offers a professional and intellectually challenging work environment, competitive compensation and comprehensive benefits. No relocation costs provided. Send resume with cover letter and salary requirements to HR Mgr., American Academy of Actuaries, 1850 M Street, NW, Suite 300, Washington, DC, 20036 or Email [Ingram@actuary.org](mailto:Ingram@actuary.org). \*Please note on your cover letter the online job site where you viewed this posting. View our website at [www.actuary.org](http://www.actuary.org).