

**Position Vacancy Announcement
(2005/109)
Publications Manager
Links Media, LLC**

Location: Gaithersburg, Maryland

Salary: Commensurate with experience and qualifications

Full or Part Time: Full-time

Job Description: Links Media, LLC, seeks a **Publications Manager** to manage the workload and flow of the Design and Publications Unit and to monitor, maintain, and report on production standards and targets. He/she will oversee the timely, cost effective, and high-quality production and delivery of a variety of technical and creative materials targeted to health professionals, consumers, policymakers, government officials, internal audiences, and corporate clients, which may include: informational, educational, and communication materials such as brochures, fact sheets, speeches, websites, eblasts, press releases, articles, training materials, meeting materials, presentations, books, manuals, and workbooks. The Publications Manager also will develop and manage publications production policies and procedures, and a pool of staff and freelance graphic and web designers, writers, editors, and translators.

Reporting to the Director of Integrated Marketing Communications and the Corporate Leadership, the **Publications Manager** will ensure that published communications reflect the strategic focus and the identified knowledge and information needs of Links Media and its portfolio. The successful candidate will be a strong team leader with good interpersonal skills, highly organized, and able to develop and manage their own work program. He/she also will have excellent copy-editing skills, strong experience in managing the publication process from concept to marketing/promotion, and some broader communications experience beyond publishing (e.g., web management).

Key Role and Responsibilities:

- Provide day-to-day supervision of the Design and Publications Production Unit, including personal appraisals;
- Ensure effective liaison between the Design and Publications Production Unit and other Links Media units to ensure the efficient and effective print and design solutions;
- Manage workflows and supervise publishing functions, including but not limited to art direction, project management, scheduling, planning, writing, editing, quality assurance, and production coordination;
- Manage vendor relationships to ensure timeliness, product quality, and best pricing;
- Collaboratively develop unit and individual goals, implement metrics for the Design and Publications Production Unit that connect to key organizational metrics and ensure team members are accountable for achieving organizational, unit, and individual goals as appropriate;
- Keep abreast of current trends in design and publications, with special attention to electronic and social media influences, tools and techniques;
- Proactively track progress of publication plan-related tasks, providing internal updates where necessary;
- Assist in Links Media staff communications and face-to-face client meetings; and,
- Ensure staff skills and the unit's equipment are maintained and developed in light of emerging changes in the design and technology industry.

Minimum Qualifications, Knowledge, and Experience:

- 5 – 10 years of management/supervisory and client relations experience, preferably in a communications or publishing related environment.
- A Bachelors Degree in English, Journalism, Communications, or a related field; Masters Degree in an appropriate discipline preferred.
- Outstanding interpersonal, and written and verbal communication skills.
- 5 – 10 years of technical copy -editing experience of all forms of consumer, professional, and business writing.
- Exceptional writing and editing skills; Experience in health and science writing desirable.
- 100% proficient in English; an additional language (ideally Spanish) highly preferable.
- Experience writing/editing content designed for translation to multiple languages.
- High level of proficiency in MS Office applications for design and publications production, including MS Project; Knowledge of other packages (e.g, Adobe InDesign/Photoshop / Illustrator/ Acrobat, scanning and text recognition, multimedia applications – e.g. Adobe Dreamweaver/Premier, etc.) desirable.
- Experience designing and overseeing content management process.
- Experience supervising and coordinating workloads of freelance graphic designers, writers, editors, and translators.
- Strong organizational and project management experience that demonstrates a high level of accuracy and attention to detail. Demonstrated ability to coordinate and/or lead multiple projects simultaneously and to manage publishing process from concept to launch to distribution and to marketing/promotion.
- Ability to liaise effectively with senior management personnel, clients, and suppliers.
- Some broader communications experience/knowledge beyond publishing is desired to ensure good collaboration and coordination with web communications, public relations, graphic design, and marketing teams.
- Demonstrated understanding of new and emerging communications technology for publications, including multimedia production.
- Ability to learn quickly, demonstrate critical thinking, and make situation-appropriate decisions using sound judgment.
- Must be creative and a dynamic self-starter, comfortable with taking initiative and able to work against deadlines with minimum supervision. As the unit leader, must be able to influence, persuade, and motivate others.
- Ability to work collegially under extreme deadline pressure and handle multiple work assignments.
- Experience working in a high-paced, small company environment.

Application Deadline: Open Until Filled

To Apply: Please forward cover letter, resume, salary requirements based on history, and two short (max 300 words) writing samples to jobs@linksmedia.net in MS Word or fax to 301-987-5498.

Links Media has the people, strategy, agility, and products to thrive in a highly dynamic and innovative environment. If you are a dynamic, successful, driven professional, Links Media is the company that will further your experience and career growth. We offer a highly competitive salary, comprehensive benefits including, medical, dental, 401k, and much more. As an Equal Opportunity Employer, we are committed to a diverse workforce. Equal Opportunity Employer M/F/V/D