



The **American Center of Research**, a nonprofit institution dedicated to advancing knowledge of Jordan and the interconnected region, past and present, seeks an **Editor**. Native ability in English is required and must be demonstrated by prior edited/published works. The position is full time and, if the candidate has a demonstrated record of timely and high-quality deliverables, may work remotely, provided that some regular hours overlap with the business day in Jordan.

The Editor will report to the Assistant Director for Publications and participate in any grant or project-based works as needed. Content creation and origination as well as editing will be core parts of the role. Edited content will include everything, ranging from tweets to webpage content to peer-reviewed academic manuscripts. The Editor may be asked to perform typesetting and design work; experience with InDesign is ideal. Experience in grant preparation is desired but not required. Arabic-language capacity not required.

Responsibilities include: Editing content assigned for U.S. English; maintaining ACOR's apolitical and areligious position across all platforms; ensuring consistency in quality and appearance of public content; supporting current and future organizational needs through the implementation of high-quality communications of interest to our diverse audiences; supporting the design, drafting, and sending/posting of marketing and communications content (e.g., project announcements, newsletter articles, blogs, web pages, postal mailings); reviewing potential content for quality and appropriateness; editing project reports and grant applications; assisting in the compilation of reports and grant applications; Other duties as assigned.

Qualifications and Experience: Minimum of a bachelor's degree in a relevant field (e.g., English, graphic design, communications, marketing); minimum of 5 years of experience in a professional capacity; demonstrated ability to multitask and meet tight deadlines; ability to maintain a schedule of consistent and reliable communication; knowledge of best practices for scholarly organizations; experience with programs/platforms such as WordPress, Dropbox, SurveyMonkey, Twitter, etc. Written and spoken mastery of formal English is essential.

To apply: Please send a letter of interest, names and contact information for three references, and current resume or CV to opportunity@acorjordan.org. References will be contacted directly by us, as needed. Only candidates who have been selected for an interview will be contacted. Salary will be based on experience. The American Center of Research contributes to social security/retirement, provides health, life, and dental insurance, annual paid vacation, holidays, and other benefits. Vaccination for COVID-19 is required prior to employment.

Review of applications will begin immediately and continue until the position is filled.

The American Center of Research is an equal opportunity employer. Employment decisions including hiring, termination, promotion, and wages and privileges will be made without regard to race, color, religion, sex, national origin, ancestry, age, disability, or any other classification protected by law.

Posted: 24 July 2022