



EDITOR – AA KENYA AUTONEWS MAGAZINE

The Automobile Association of Kenya (AAK) is a national motoring Members Club with a long heritage that is dedicated to promoting and safeguarding the interests and safety of its Members while on the road. AAK offers diverse and unique range of technical products and services and is internationally affiliated to the Federation Internationale de L'Automobile (FIA).

AA wishes to recruit an Editor for the Autonews Magazine, a motoring magazine for AA members and other motorists. The Editor will initiate authorship, direct the design process, editing to completion and approving sample copy for bulk delivery. She/he will ensure that products are in line with the content calendar and meet thresholds in content, layout, brand quality and speed to deliver.

Key responsibilities

- Responsible for overseeing the creation, editing and production of the magazine on a monthly basis.
- Overseeing content generation, content assignments, and manuscript review for all content of the magazine.
- Select articles for issues and plan publication contents.
- Generate ideas for articles and features.
- Commission features and stories from both in-house and external writers.
- Reading, writing and researching features and articles.
- Rewrite, edit, proofread and subbing copy to ensure it is ready to go to press.
- Ensure that all features in the magazine are topical, interesting and informative.
- Ensure that all feature articles comply with ethical codes of practice and legal guidelines.
- Prepare and maintain production status reports on pending and in-process jobs.
- Participate in budget preparation for resource allocation and control.
- Coordinating preparation of new issue magazine information and other relevant materials for use by the sales and marketing team and participating in publicity activities for general publications.

- Identifying new markets for products in your section and coming up with the required content within the approved timelines.
- Establish the source of copyrighted materials and prepare acknowledgement for illustrations and text used to meet acquisition requirements.
- Collaborate with the sales and marketing team and Heads of Departments on content calendar.
- Leverage reporting and analytics to determine success of key initiatives.
- Develop comprehensive social media campaigns and manage daily content for all platforms, optimizing regularly to deliver best results and engagements.

Minimum job requirements

- Bachelor's degree in Communication or equivalent.
- Excellent oral and written communication skills.
- Must have good news sense and judgment, knowledge of current motoring events and trends.
- At least two years' experience in editorial, social media or market editorial role.
- Experience in digital content planning and publishing.

Apply by 31st March 2018, to directorgeneral@aakenya.co.ke