



P.O. Box 32115 • Washington, DC 20007 • (888) 488-7787 • ssusc.org

EDITORIAL ASSOCIATE

Who we are: The SS United States Conservancy, a national nonprofit organization founded in 2004, is dedicated to protecting, revitalizing, and promoting the historic ocean liner *SS United States*, the largest passenger ship ever built in America and current holder of the transatlantic speed record. “America’s Flagship” transported four US presidents, business moguls, movie stars, tourists, and immigrants and is one of the last great super liners from the golden age of trans-Atlantic travel.

The SS United States Conservancy purchased the *SS United States* in February of 2011, and is currently working to secure her future as a mixed-use, stationary development which will include a *SS United States* museum. The Conservancy is moving full speed ahead on its goals of building its permanent collection of archives, art, and artifacts from the *SS United States*. Our dedicated staff is always diligently exploring how to best preserve, celebrate, and disseminate the range of items in the Conservancy’s collections through not only various social media platforms but also through unique opportunities with museums, institutions, and other organizations.

Guided by a prominent board of directors and advisory council, the Conservancy currently has a small team based in Washington, DC, Philadelphia, and New York. The organization has members hailing from all 50 states and 22 nations worldwide.

For more information, visit www.ssusc.org.

What we are looking for: The SS United States Conservancy is currently recruiting for a part-time Editorial Associate to produce an electronic newsletter and generate content for its key social media channels (Facebook and Twitter).

The roles and responsibilities of the **Editorial Associate** include:

- Serve as lead editor for short biweekly electronic newsletter distributed to the Conservancy’s members and, supporters;
- Research and write short articles profiling the Conservancy’s fundraising and advocacy campaigns, media coverage, volunteer and staff leaders, *SS United States*-related news and features, and other organizational highlights;
- Assist in researching and responding to historic- and preservation-related member, media and public inquiries; and
- Contribute posts to the Conservancy’s blog and other social media channels.

BOARD OF DIRECTORS | Susan Gibbs — *Executive Director* • Charles B. Anderson — *President* • Kevin Billings • Susan Caccavale • Frank DeGiulio • Robert L. Forbes • Dan McSweeney • William N. Myhre • Greg Norris • Mark. B. Perry • Joseph Rota

ADVISORY COUNCIL | Walter Cronkite (1916-2009) — *Honorary Chair* • Toni Alexander • Alan Bain • Kent L. Barwick • Frank Slate Brooks • Dan Carney • Sean Connaughton • Walter Cronkite IV • Delia Cruz • Bill DiBenedetto • H. Richard Dietrich III • Larry Driscoll • Laura Franklin Dunn • Sean Edwards • Jonathan Fanton • Elizabeth Fletcher • William A. Fox • Keith Harper • Jeff Henry • Albert Herberger • Noelle Hollander • Jerry Hultin • Samuel Keesal, Jr. • Alex Keisch • Billie Jean King • Peter Knego • Joyce Landry • Stephen Lash • Leonard Lauder • David Lawrence • Elizabeth Lewis • Joseph Lombardi • Alex Lyda • David Macaulay • Guy C. Maitland • Rosalyn McPherson • Bill Miller • John Milligan • Richard O’Leary • Steve Perry • Tom Rinaldi • Alan Stover • Lt Col (Ret) Rhett P. Taylor • Steven Ujifusa • Casper van Hooren • Colin Veitch • Carl Weber • Robert Wilburn • Mary Villalba



Preferred location: Flexible, with priority given to applicants in Washington, DC, Philadelphia, or New York. An ideal candidate will be able to perform some job duties in a home office setting.

Qualifications

- Bachelor's degree in relevant field
- Relevant editorial and writing experience
- Excellent communication and interpersonal skills
- Excellent attention to detail and strong organizational skills
- Willingness and ability to manage tasks independently with minimal supervision
- Excellent writing, editing, and proofreading skills
- Enthusiastic team player with positive and flexible attitude and sense of humor

Commitment: 10-20 hours per week (this position can be combined with other part-time work or internship opportunities). The ideal candidate would fulfill job requirements either remotely from a home office setting or at the Conservancy's office in Philadelphia's Old City neighborhood.

Remuneration: Starting compensation is \$20/hour.

Start Date and Duration: Negotiable.

To apply, please send a cover letter, resume, and a brief writing sample to positions@ssusc.org with "Editorial Associate" in the subject line. Cover letters should mention relevant experience and skills, and indicate how those skills and experiences would advance the Conservancy's mission and work. No phone calls please.

Due to the high volume of applications, we are not able to respond to each individual applicant. Qualified candidates will be contacted by one of our staff members to arrange a phone interview.