

# ANGUS

## THE BUSINESS BREED

### POSITION POSTING

The American Angus Association is seeking candidates for an experienced and well-organized **Proofreader** to provide the necessary support for the Angus Media account executive team in its St. Joseph, MO office. The successful candidate will have knowledge of AP style guidelines to proofread advertisements and promotional print materials. This position reports to the Account Executive Team Lead.

Angus Media, a subsidiary of the American Angus Association, is a media company specializing in content targeted toward America's quality beef producers. We are comprised of multiple media channels, including print services, web services, digital marketing, and advertising services. Angus Media houses two magazines, *Angus Journal* with an audience of 13,000 subscribers, and *Angus Beef Bulletin* with an audience of 65,000 subscribers.

#### RESPONSIBILITIES:

- Proofread on tight deadlines
- Adhere to Angus Media's in-house style guide
- Proofread all Angus Journal and Angus Beef Bulletin advertising
- Proofread special projects as needed
- Regularly check in with Manager to discuss project needs
- Assist with special projects, as needed.

#### REQUIREMENTS:

- Impeccable grammar, spelling and communication skills
- Ability to proofread content quickly and efficiently
- Knowledge of AP Style
- Proficient time manager
- High attention to detail
- Print Materials: Must be able to copy edit at least 10 pages per hour
- Advertising: Must be able to copy edit at least 3-4 pages per hour
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment, meeting regular deadlines
- A team player with high level of dedication
- Must be reliable, dependable and a self-starter
- A positive attitude and a willingness to learn is a must

#### EDUCATION/EXPERIENCE:

- Must have **at least two years of practical office experience** through education, internships or employment.

Employees of the Association enjoy a strong benefits package including medical insurance, dental insurance, vision coverage, life and disability insurance and a 401K. Personal Time Off (PTO) is also included.

If you are interested, please submit a cover letter, resume, and salary requirements to [careers@angus.org](mailto:careers@angus.org).

*The American Angus Association is the nation's largest beef breed registry with nearly 25,000 adult and junior members. The Association's goal is to serve the beef cattle industry, and to increase the production of consistent, high quality beef that will better satisfy consumers throughout the world. The Association is comprised of the parent company, the American Angus Association located in St. Joseph, MO, along with its four subsidiaries: Angus Genetics Inc., Angus Productions Inc., Certified Angus Beef LLC and the Angus Foundation. The American Angus Association is an EOE.*