



# CURRENT JOBS IN WRITING, EDITING & COMMUNICATIONS

The National Employment Bulletin for the Communication Professions  
May 2008

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The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months.

Paid Advertisement:

**FREELANCE WRITING JOBS.** Suite101, a well-established online magazine, is looking for talented writers in all topics. The Opportunity: 1) Get exposed to 7 million monthly readers; 2) Learn to write for the web; 3) Write & publish articles of your choice anytime, anywhere; 4) Earn lifelong income off each article you publish; 5) Receive free training and one-on-one editor support; 6) Set your own hours; 7) Be part of a vibrant online writing community. Suite101 is based in Vancouver, Canada, and Berlin, Germany. Suite101 boasts over 1000 writers and 140,000 articles. Apply online at [www.suite101.com/freelance\\_writers](http://www.suite101.com/freelance_writers).

## *East/Northeast*

2596.

**EDUCATION ASSOCIATE.** Develop online, print educational materials, presentations for consumers, professionals, orgzs, research details of Medicare coverage, health care rel topics, update materials to reflect changes in Medicare policy, coverage, restructure online content to improve accessibility, write/edit newsletters, conduct training seminars. Req BA/BS, 1-3 yrs editorial background, excel writing, communication, research, computer skills, editing/writing exp, ability to translate complicated concepts. Resume/ltr/max 5-page writing sample to Molly Touger, Director of Education, 520 8<sup>th</sup> Avenue NW, 3<sup>rd</sup> Floor, New York, NY 10018; [www.medicarerights.org](http://www.medicarerights.org); email [mtouger@medicarerights.org](mailto:mtouger@medicarerights.org). App ddl 07/01/08.

**DEVELOPMENT ASSOCIATE/GRANT WRITER.** Research, write, prepare grant proposals for submission to public/private funders, write/edit letters of inquiry, prospect research, orgz special events, assist w/ mgmt, coordination of development functions. Req BA/BS, 3 yrs grant/proposal writing exp, know MS Office, Raiser's Edge, CRM software, prof Quickbooks, online research exp. Mid-hi \$40s. Resume/ltr/sal req/1-2 writing samples (pref grant proposal) to Human Resources, Genocide Intervention Network, 1333 H Street NW, Washington, DC 20005; email [jobs@genocideintervention.net](mailto:jobs@genocideintervention.net). App ddl 06/30/08.

**AMERICORPS/VISTA GRANT WRITER.** Research, write, prepare grant proposals for submission to public/private funders, create database of grant language orgzed by topical area consisting of grant templates, research new funding optys, add/update current funding tracking database, present to staff members at biweekly meetings, prepare database of funding optys. Req BA/BS, background in social services, volunteerism, community outreach, excel communication, orgz, computer skills. Annual \$11.4K living allowance, \$440 relocation allowance, health insurance. Resume/ltr to Stefanie Greenberg, Metropolitan Council on Jewish Poverty, 80 Maiden Lane, 21<sup>st</sup> Floor, New York, NY 10038; fax 212-453-9603; [www.metcouncil.org](http://www.metcouncil.org). App ddl 06/15/08.

**WRITER/EDITOR.** Write internal, external communication pieces, website content, oversee design, printing of agency, mktg materials. Req BA/BS journalism/communication/rel, 3 yrs exp, excel writing, interviewing, reporting, communication skills. Resume/ltr/sal req to HR, Jewish Social Service Agency, 200 Wood Hill Road, Rockville, MD 20850; fax 301-309-

**WEB PRODUCER.** Manage site, participate in online team, develop technical solutions to editorial, advertising challenges, oversee production of site components, features, create/manage project production schedules, design, develop ad strategies, build/modify templates using html, CSS. Req intermediate html, dhtml, CSS skills, know web advertising, IAB standards, web video production, excel communication skills, exp w/ content mgmt tools, 2 yrs exp w/ large-scale websites. Post resume on website, [www.rodale.com](http://www.rodale.com). Pos w/ Rodale Inc, Emmaus, NJ.

**PUBLICATIONS MANAGER.** Begin 06/09/08. Create membership, mktg materials incl quarterly newsletter, annual reports, brochures, fliers, manage production of office print inventory, create files, collect bids, approve proofs, coordinate writing, editing, design volunteers. Req 2 yrs rel exp or courses, know MS Office, InDesign, Photoshop, Illustrator, MAC, PC, print production process, writing, editing skills, pref know AP style. Resume/ltr/2 writing samples/sal req to Christine Dickler, Pulmonary Hypertension Association, 801 Roeder Road, #400, Silver Spring, MD 20910; [www.PHAssociation.org](http://www.PHAssociation.org); email [Christine@PHAssociation.org](mailto:Christine@PHAssociation.org). App ddl 06/07/08.

**ASSOCIATE EDITOR.** Natl biz publication covering recreational marine industry. Req strong writing, reporting skills, ability to handle breaking news, pref biz reporting exp, know marine industry/boating. Natl travel. Resume/ltr/sal req to Lois Caliri, Editor, Soundings Trade Only, 10 Bokum Road, Essex, CT 06426; email [Lcaliri@TradeOnlyToday.com](mailto:Lcaliri@TradeOnlyToday.com).

**REPORTER.** Cover key northeast towns, focus on issues, news. Req BA/BS. Resume/ltr/clips to Jim Konrad, Executive Editor, Norwich Bulletin, 66 Franklin Street, Norwich, CT 06360; email [konrad@norwichbulletin.com](mailto:konrad@norwichbulletin.com).

**CIRCULATION ASSISTANT.** Produce monthly distribution reports, publish schedules, back issue sales, copyrights, customer service inquiries, handle distribution, promotion, mktg of biweekly, online newsletter, work w/ printers, list manager, subscription service. Req BA/BS, 1 yr office exp, orgz, analytical, computer skills, pref know website maintenance; will consider recent grads w/ internships in publishing/rel. Email resume/ltr to Circulation Department, ARTnews, New York, NY, [info@artnews.com](mailto:info@artnews.com); fax 212-819-0394.

GRAPHIC DESIGNER. Hotel company. Req professional Illustrator, Photoshop skills, pref writing, spreadsheet skills. Email resume/ltr/sal req/portfolio samples to [jcoppock@hotelsunlimitedinc.com](mailto:jcoppock@hotelsunlimitedinc.com). Pos in East Windsor, NJ.

PRODUCTION EDITOR. Monitor backlist inventory, ensure test-prep updates hit market w/ testing schedules, admin/database support, assist w/ contracts. For info contact REA, Piscataway, NJ, [www.rea.com](http://www.rea.com).

REPORTER. Cover assigned beat, municipal/school board meetings, write, develop feature stories, routine editorial duties. Req BA/BS, journalism exp, communication skills. Email resume/ltr/writing samples to North Jersey Media Group, Bridgewater, NJ, [walz@northjersey.com](mailto:walz@northjersey.com).

REPORTER. Cover municipal issues, features, human interest. Req BA/BS, excel writing, editing skills, creativity, pref Quark, InDesign, Photoshop exp, know page design, editing. Resume/ltr/copy, design samples/refs to Mary Jude Troupe, Publisher, The Punxsutawney Spirit, PO Box 444, Punxsutawney, PA 15767; email [publisher@punxsutawneyspirit.com](mailto:publisher@punxsutawneyspirit.com).

NEWS DESIGNER. Contribute ideas for art elements to enhance news coverage, field requests from newsroom staff, obtain clarification, procure source materials, create sketches or drafts of art elements, revise/refine drafts, execute final art. Req BA/BS, 3-5 yrs graphic design exp on web, strong aesthetic sense, know art elements, page layout, typography, color, composition, Photoshop, Illustrator, Flash, excel communication skills. Apply online at [www.dowjones.com/careers](http://www.dowjones.com/careers). Job ID#106811. Pos in New York, NY.

ASSOCIATE EDITOR. Newsweekly transitioning to multimedia news operation. Req strong interviewing, writing, editing, admin skills, pref know online journalism web casting, blogging, web mgmt. Resume/ltr/writing samples/refs to Lee Chottiner, Executive Editor, The Jewish Chronicle of Pittsburgh, PA, [lchottiner@pittchron.com](mailto:lchottiner@pittchron.com).

EXECUTIVE ASSISTANT/MARKETING COORDINATOR. Collect info, images for upcoming event for development/mktg materials, update program info on website, coordinate production, distribution of program brochures, posters, print ads, develop/maintain computerized mailing list, write, distribute press releases, maintain demographic data, conduct market surveys, admin duties. Req 2 yrs admin exp, strong writing, communication, orgz, computer skills, pref BA/BS Eng/journalism/communications/rel. Resume/ltr/refs to Jenna Glass, Marketing Coordinator, 1215 U Street NW, Washington, DC 20009; email [jglass@thelincolntheatre.org](mailto:jglass@thelincolntheatre.org); [www.lovethecolin.org](http://www.lovethecolin.org). No phone calls. App ddl 07/04/08.

PROOFREADER. Req know AP style, excel grammar skills, pref know InDesign, newspaper exp. Resume/ltr to News Editor Mary Serkalow, The Post-Star, Lawrence and Cooper Street, Glens Falls, NY 12801.

REPORTER/ASSISTANT EDITOR. Write for Latin America Advisor newsletter titles, interview senior-level biz leaders, economists, policy analysts, govt officials, write brief stories on breaking news, cover corporate, economic, political issues, plan coverage, editorial content, develop ideas for features, in-depth analysis articles, copyedit, proof materials, assist in layout of html edition. Req BA/BS, strong news judgment, strong research, writing, interviewing skills, native Eng fluency, copyediting, proofing exp, know PCs, internet research, MS products, pref fluent Spanish. Resume/ltr/2 writing samples in Eng to Human Resources, Inter-American Dialogue, 1211 Connecticut Avenue NW, #510, Washington, DC 20036; fax 202-822-9553; email [jobs@thedialogue.org](mailto:jobs@thedialogue.org). No phone calls.

REPORTER. Req excel reporting skills, ability to collaborate on projects on/off city beat. Resume/ltr to City Editor John Breunig, The Advocate, 9A Riverbend Drive South, Stamford, CT 06907; email [john.breunig@sni.com](mailto:john.breunig@sni.com).

INTERNET PRODUCER. Write heads, re-write broadcast news copy, produce graphics for web, work w/ news, promotion, production depts. Req strong Eng language, writing skills, know html, Frontpage, Photoshop,

ImageReady, internet, writing exp. Resume/ltr to News Director, WWLP-TV 22, PO Box 2210, Springfield, MA 01102-2210; email [job257@wwlp.com](mailto:job257@wwlp.com). No phone calls.

**QVC PROGRAM HOST.** FT. Connect w/ viewers, present products in soft-sell style. Req personality, energy, listening skills. Resume/ltr/photo/3-5 minute DVD of applicant presenting product in QVC style to QVC Studio Park, Attn: Mail Code 888, Human Resources, 1200 Wilson Drive, West Chester, PA 19380.

**CONTRACTS ASSISTANT.** Intl literary agency. Work w/ contracts director on variety of projects incl book deals, subsidiary rights deals, learn publishing industry. Req orgz skills, pref 1-2 yrs contracts exp. For info contact The Wylie Agency, New York, NY, [www.wylieagency.com](http://www.wylieagency.com).

**PUBLIC RELATIONS POSITION.** Build, update, maintain media lists, contact, develop, distribute press materials incl press releases, pitch letters, media alerts, monitor press coverage, maintain production of press kits for clients, assist in prep of monthly reports. Req 2 yrs agency exp. Resume/ltr to Trent & Company, New York, NY, [www.trentandcompany.com](http://www.trentandcompany.com).

**FREELANCE BOOK REVIEWER.** Intl news magz of book publishing, bookselling. Req expertise in fiction, nonfiction, audio books, religion, children's/young adult. Email resume/ltr/clips in body of email to Publishers Weekly, New York, NY, [pwreviewers@reedbusiness.com](mailto:pwreviewers@reedbusiness.com) (subj: category of interest; no attachments).

**ACCOUNT EXECUTIVE.** Lead, create, execute PR, mktg campaigns to raise visibility, reinforce mission of co, natl brands. Req BA/BS, 2 yrs PR/mktg exp, know press releases, media, strong writing, spelling, grammar, proofing skills. For info/app contact WGBH, Brighton, MA, [careers.wgbh.org](http://careers.wgbh.org); req #4379.

**DIRECT MARKETING COPYWRITER.** Work w/ art directors to create mktg solutions, handle projects in variety of media, ensure brand consistency, present concepts/copy to creative directors, clients. Req 2 yrs copywriting exp, record of handling multiple client assignments, pref know direct mktg, exp writing for healthcare, technology, spirits/tobacco, financial services or insurance. Apply online to Wunderman, New York, NY, [www.wunderman.com](http://www.wunderman.com); click on "how to reach us," then click "North American opportunities," then select New York, NY.

**ASSISTANT EDITOR.** Research, write, edit publications, periodicals, incl magz, newsletters, monographs, books, website content, develop editorial, production calendar, story ideas, editorial line-ups, manage annual member directory, collect daily news articles to track trends, manage resource center, coordinate entries. Req BA/BS journalism/communications, 3 yrs exp, strong interviewing, writing, editing, proofing skills, know AP style, pref database mgmt, MS Word, PowerPoint, Excel exp. For info contact National Club Association, Washington, DC, [www.nationalclub.org](http://www.nationalclub.org).

**WRITER.** Write copy for Showbiz Tonight. Req passion for entertainment news, excel writing skills. Email resume/ltr/4 stories max 30 seconds each/3 package intros/4 teases in single document to [david.levine@turner.com](mailto:david.levine@turner.com). Pos in New York, NY.

**PRESS OFFICER.** Plan, implement media outreach strategies for natl, intl, regional, local issues, legislative campaigns, generate story ideas, conduct media activities, work w/ reporters, producers, bookers, editors, orgz/coordinate press conferences, obtain radio/TV bookings, place op-eds, write press releases. Req BA/BS, 3 yrs exp in communications/journalism dealing w/ legislative or issue campaigns, know natl media, interest in promoting goals of global trade watch. Resume/ltr/writing sample to Human Resources, Public Citizen, 1600 20<sup>th</sup> Street NW, Washington, DC 20009; email [applicant@citizen.org](mailto:applicant@citizen.org). No phone calls. App ddl 06/22/08.

**ASSISTANT, GOVERNMENT AND INTERNATIONAL AFFAIRS.** Conduct internet research, admin duties. Req excel writing skills, know federal, state govt, Congress, interest in US public policy, intl issues, know Word, Excel, PowerPoint, Access. Email resume/ltr/sal req to Directors Guild of America, New York, NY, [jobs@dga.org](mailto:jobs@dga.org); fax 310-289-2029; [www.dga.org](http://www.dga.org). No phone calls. App ddl 06/30/08.

**WRITER.** Produce, edit content for print, online publications incl alumni magz, promotional brochures, generate ideas for features, profiles, news stories, coverage of faculty research, manage projects. Req BA/BS, 2 yrs exp, excel writing, editing, interpersonal skills, pref 3 yrs publishing exp, know InDesign, html, MS Word. Apply online at Columbia University, Columbia Business School, New York, NY, [jobs.columbia.edu/applicants/Central?quickFind=110413](http://jobs.columbia.edu/applicants/Central?quickFind=110413), Req #053218. App ddl 06/30/08.

**TRAINING AND COMMUNICATIONS ASSOCIATE.** Update website content, select/update news items, current project descriptions, contribute to blog, write for newsletter, bulletin series, create targeted distribution lists, work w/ freelancers, generate reports, statistics on press mentions, maintain clip database, assist w/ logistics of educational programs. Req BA/BS, 1-2 yrs office exp, writing, communication skills, pref exp w/ content mgmt system, know MS Office, html, Photoshop, Illustrator, InDesign. Resume/ltr to Robin Lester, Project for Public Spaces, Inc, 700 Broadway, 4<sup>th</sup> Floor, New York, NY 10003; email [rl Ester@pps.org](mailto:rl Lester@pps.org). App ddl 06/28/08.

**GRANT WRITER/DEVELOPMENT ASSISTANT.** Work w/ managers, fiscal officers to determine goals, objectives, scope, funding needs. Req BA/BS, technical writing, research skills, exp developing, writing, editing, submitting grant proposals, ability to collect, decipher data into meaningful statistics. Resume/ltr/writing samples/sal req to Jessica Lynch, The United Mitochondrial Disease Foundation, 8085 Saltsburg Road, #201, Pittsburgh, PA 15239; email [Jessica@umdf.org](mailto:Jessica@umdf.org). App ddl 05/31/08. (From 04/18/08 issue)

**PUBLICATIONS COORDINATOR.** Oversee desktop publishing, work w/ editors, translators, printers, designers, develop workflows, coordinate mailings of project documents, maintain/track inventory levels, some editing, proofing, track dissemination costs. Req BA/BS communications/liberal arts/Eng/development studies/public health/Third World studies/rel, know desktop, MS Word, Excel, PowerPoint, Access, USAID-rel field projects, budget exp, excel writing, editing, proofing skills. Resume/ltr to Academy for Educational Development, 1825 Connecticut Avenue NW, Washington, DC 20009-5721; fax 202-884-8413; email [employ@aed.org](mailto:employ@aed.org) (subj: Pos #MD8074id). App ddl 05/30/08. (From 04/18/08 issue)

**ADMINISTRATIVE CONSULTANT.** Edit, submit funding proposals, research, admin duties, assist w/ grant applications, research for books, articles, publicity for events, exhibits, work w/ press. Req interest in cultural history, social justice, arts/media, health, sociology, urban studies, excel orgz, communication skills. Resume/ltr to Hugo Martinez, All City, PO Box 182, New York, NY 10040; email [staff@allcity.info](mailto:staff@allcity.info). App ddl 05/24/08. (From 04/18/08 issue)

**COMMUNICATIONS ASSOCIATE.** Create content/maintain website, manage special events, assist in media relations, produce quarterly publication, assist w/ development of annual report, brochures, develop/track event budgets, assist w/ govt, foundation proposals. Req strong interpersonal, communication, orgz, writing skills, know MS Office, Raiser's Edge, Quark, exp in website design, mktg, communications, event planning. Email resume/ltr/sal req to Fortune Society, Long Island City, NY, [fortunejobs@fortunesociety.org](mailto:fortunejobs@fortunesociety.org). No phone calls, faxes. App ddl 05/26/08. (From 04/18/08 issue)

**ENROLLMENT WEB EDITOR/WRITER.** Manage enrollment rel area of university website, write, edit materials for website, online communications. Req BA/BS, 1 yr editorial or publishing exp, ability to generate, implement new web-based mktg tactics, project mgmt, proofing skills, know Chicago, AP styles, MS Word, html. Resume/ltr to Ivy Ching, Jordan Anderson Advertising, 180 Varick Street, New York, NY 10014; fax 212-741-6868; [www.jordananderson.com](http://www.jordananderson.com); email [ivy@jordananderson.com](mailto:ivy@jordananderson.com) (subj: Posting #0600175). App ddl 05/26/08. (From 04/18/08 issue)

**US CORRESPONDENT.** Cover US securities industry for financial publishing group, report on stock, derivatives exchanges, trading systems. Req know investment banking, private equity, asset mgmt, contacts. Resume/ltr to Financial News, New York, NY, [hr@efinancialnews.com](mailto:hr@efinancialnews.com) (subj: US Correspondent).

**COMMUNICATIONS AND OUTREACH PROJECT ASSISTANT.**

Handle media relations, draft/edit press materials, maintain media contact lists, coordinate membership relations, develop material for educational trainings, coordinate, write, edit quarterly newsletter, manage/update website, plan special events. Req excel communication, orgz, time mgmt skills, pref BA/BS liberal arts/communications/social science/law/psychology/urban studies, Spanish language skills, grantwriting exp. Resume/ltr to Melissa Fobear, Manager of Administration, The Equal Rights Center, 11 Dupont Circle, 4<sup>th</sup> Floor, Washington, DC 20036; fax 202-234-3106; [www.equalrightscenter.org](http://www.equalrightscenter.org); email [mfobear@equalrightscenter.org](mailto:mfobear@equalrightscenter.org). App ddl 05/26/08. (From 04/18/08 issue)

**TECHNICAL WRITER.** Produce reports, written content for donor, board, stakeholder audiences, edit, research, prepare presentations, assist w/ writing projects. Req BA/BS, 3 yrs professional writing exp in rel industry, background in journalism, advocacy, science global, public health, interest in policy issues incl women's health, prevention, access to medicines, excel writing, research, analytical, info monitoring, interpersonal skills, pref developing country exp. Resume/ltr to Lindsay Michel, International Partnership for Microbicides, 8401 Colesville Road, #200, Silver Spring, MD 20910; fax 301-608-2241; [www.ipm-microbicides.org](http://www.ipm-microbicides.org); email [careers@ipm-microbicides.org](mailto:careers@ipm-microbicides.org). App ddl 05/25/08. (From 04/18/08 issue)

**COMMUNICATIONS ASSOCIATE.** Write, oversee publication of school newsletters, attend events, classroom activities, write/post to website weekly articles on school events, edit letters to school community, donors, work w/ parent volunteers, orgz alumni programs. Req BA/BS, strong writing, editing, orgz, interpersonal, computer skills, pref exp working in schools. Resume/ltr to Joely, Village Community School, 272 West 10<sup>th</sup> Street, New York, NY 10014; [www.vcsnyc.org](http://www.vcsnyc.org); email [jpritzker@vcs-nyc.org](mailto:jpritzker@vcs-nyc.org). App ddl 06/01/08. (From 04/18/08 issue)

## *South/Southeast*

**WRITING COMPETITION.** Categories are script writing, fiction, nonfiction, poetry. Open to residents of GA, FL, AL, SC, NC. \$10 entry fee. For entry form send SASE to Greater Augusta Arts Council (PF), Box 1776, Augusta, GA 30903; [www.artsintheheart.com](http://www.artsintheheart.com).

**GENERAL ASSIGNMENT REPORTER.** 3 times/week community newspaper. Req 2 yrs exp, excel writing, AP style skills. Resume/ltr/5 clips to The Mountaineer, PO Box 129, Waynesville, NC 28786; email [news@themountaineer.com](mailto:news@themountaineer.com).

**NEWS REPORTER.** Enterprise, research, shoot, edit, deliver stories live. Req BA/BS rel field, pref broadcast exp. Resume/ltr/tape to News Director, WBOY-TV, 904 West Pike Street, Clarksburg, WV 26301. App ddl 05/23/08.

**PROFESSOR, BROADCASTING/RADIO.** Teach TV, radio production courses, oversee TV network, radio station, broadcast of chapel services. Req professional exp in broadcast/radio production field, college teaching exp, ability to teach TV/radio broadcasting, general communication courses, pref PhD communications/rel; will consider MA/MS. App avail at [www.seuniversity.edu](http://www.seuniversity.edu). Resume/ltr/app/3 ref ltrs to Clara English, Human Resources Director, 1000 Longfellow Blvd, Lakeland, FL 33801; fax 63-667-5200; email [hr@seuniversity.edu](mailto:hr@seuniversity.edu).

**GRAPHIC DESIGNER.** Design artwork for publications, create content for promotional materials, publications, possibly manage publications area, edit/proof brochures, letters, documents, proposals, press releases, speeches, create presentations, provide content for online, hard-copy publications. Req BA/BS graphic design/visual arts/rel, 3 yrs professional exp in graphic design working w/ publications, know InDesign, Illustrator, Photoshop, PowerPoint, Publisher, Excel, Word. \$32.4K-\$56.7K. Resume/ltr to Georgia Department of Education, Human Resources Office, 2052 Twin Towers East, Atlanta,

GA 30334; [www.gadoe.org](http://www.gadoe.org); email [recruiter@doe.k12.ga.us](mailto:recruiter@doe.k12.ga.us).

**REPORTER.** Cover county govt. Req govt reporting exp, photography skills. Resume/ltr to Melinda Lenda, The Benton County Daily Record, PO Box 929, Bentonville, AR 72712; email [adgjobs@nwanews.com](mailto:adgjobs@nwanews.com).

**REPORTERS.** Cover biz, state govt, city govt, write for daily publication, website. Req BA/BS journalism, exp, background as editor or online writer. Resume/ltr/clips to Managing Editor Don Hudson, Clarion Ledger, PO Box 40, Jackson, MS 39205-0040.

**DEVELOPMENT ASSISTANT.** Assist w/ proposal writing, fundraising, PR, community outreach. Req BA/BS, bilingual, writing, computer skills. Email resume/ltr to Ji Young Cho, Korean Community Service Center of Greater Washington, Annandale, VA, [jycho@kcschw.org](mailto: jycho@kcschw.org); [www.kcschw.org](http://www.kcschw.org); fax 703-354-6391.

**SPORTS COPY EDITOR/REPORTER.** Entry level. Paginate, edit copy, write some stories. Resume/ltr/clips to Chris Simmons, Sports Editor, Daily News-Record, 231 S. Liberty Street, Harrisonburg, VA 22803; email [csimmons@dnronline.com](mailto:csimmons@dnronline.com).

**HOMES EDITOR.** Handle all house features in editorial well, oversee decorating columns, work on showhouse program, scout projects, manage editorial contributors, produce stories by going on photo shoots, provide story/concept direction, work w/ architecture, building, design teams for showhouse program, assist w/ color picks, well reviews. Req 5 yrs shelter magz or decorating exp, communication, writing skills, know coordinating/styling photo shoots. Email resume/ltr to Southern Accents, Birmingham, AL, [carlton\\_kemper@timeinc.com](mailto:carlton_kemper@timeinc.com).

**STAFF WRITER.** Report/write Mon-Thurs nights, paginate Sun nights. Req web, copyediting skills, pref BA/BS w/ college daily/weekly exp or 2 yrs exp at small daily or large weekly. Email resume/ltr Rob Longley, City Editor, Daily News-Record, 231 S. Liberty Street, Harrisonburg, VA 22801, [rlongley@dnronline.com](mailto:rlongley@dnronline.com) (send attachments as pdfs or MS Word documents); fax 540-433-9112.

**ASSISTANT EDITOR.** Report, write daily news briefs, weekly features, stories for newsletter, direct editorial coverage of TV ratings-based weekly, conduct online/electronic searches of news items. Req 3 yrs reporting/writing exp, know Spanish-language media, Nielsen, Arbitron ratings, ability to interpret, report on quarterly company financial filings, excel compositional skills, pref fluent Spanish. Email resume/ltr/short writing sample/sal hist to Hispanic Market Weekly, Miami, FL, [ccorzo@hispanicmarketweekly.com](mailto:ccorzo@hispanicmarketweekly.com).

**ANCHOR/REPORTER.** Req 3 yrs exp anchoring main newscasts in medium-small markets or as secondary anchor in major market, reporting exp. Resume/ltr/sal hist/DVD to WCNC TV, Human Resources Department, Re: 08-21, 1001 Wood Ridge Center Drive, Charlotte, NC 27217. No phone calls.

**STAFF WRITER.** Alternative newsweekly. Resume/ltr/clips to Andy Van De Voorde, Executive Associate Editor, Village Voice Media, PO Box 5970, Denver, CO 80217. No phone calls, emails. Pos in Miami, FL.

## *Midwest*

**RADIO PRODUCER.** Assist in production of daily radio newsmagz, contribute ideas for future program segments, oversee scheduling, coordination of guests for program, conduct interviews as assigned. For info contact WUWM Milwaukee Public Radio, Milwaukee, WI, [www.wuwm.com/jobs](http://www.wuwm.com/jobs). App ddl 05/30/08.

**ASSISTANT PROFESSOR, COMMUNICATIONS.** Teach communications w/ emphasis in PR, journalism, desktop publishing. Req MA/MS, college teaching &/or professional communication exp, excel interpersonal, writing skills, pref skills in general communications, audio recording. Resume/ltr/stmt of Christian faith/3 ref ltrs to Dr. Ladd Faszold, Missouri Baptist University, One College Park Drive, St. Louis, MO 63141-8698; email [faszold@mobap.edu](mailto:faszold@mobap.edu).

**YOUTH PUBLICATION EDITOR.** Work w/ teen writers, artists to develop

articles, art for online magz dedicated to training, informing MN teens interested in journalism, assist teens w/ reporting, research, writing, arrange for interviews, guide students thru revision, copyediting process, maintain website, arrange graphics, maintain photo, video eqt, student records, oversee monthly writing contest. Req BA/BS journalism/rel, 1 yr exp working w/ youth, writing/editing for professional publication, 2 yrs exp working as reporter or editor, strong reporting, proofing, editing, writing skills, know editing spreads, pref exp w/ video, pod casting, graphics, online media. Apply online at ThreeSixty Journalism, St. Paul, MN, [www.jobs.stthomas.edu](http://www.jobs.stthomas.edu).

**COMMUNICATIONS ART FACULTY.** Serve as scenic designer, technical director for theatre program, teach intro to technical production, makeup design, set design, lighting design, assist w/ curriculum development, supervise/assist w/ set construction. Req MFA design, emphasis in scenic/lighting design, theatrical scene design skills. App avail at [www.oru.edu](http://www.oru.edu), "employment." 2 resumes/ltr/app/copies of teaching evaluations/record of professional performance/3 refs to Professor Laura Holland, Faculty Chair, Communication Arts Dept, Oral Roberts University, 7777 S. Lewis Avenue, Tulsa, OK 74171.

**SPORTS REPORTER.** Cover sports for all schools in Jefferson County, cover nontraditional, recreational sports, possibly cover local meetings, event, write features. Resume/ltr/5 clips to Jeremy Hall, Register-News, 911 Broadway, Mt. Vernon, IL 62864; email [Jeremy.hall@register-news.com](mailto:Jeremy.hall@register-news.com).

**WEB SALES CONTENT PRODUCER.** Design, code, implement internet-based advertising content to meet client, station mktg goals, work w/ sales, graphics teams. Req strong communication, design, layout skills, proficiency in interactive, graphic design, development software, know web content mgmt tools, pref BA/BS. Resume/ltr/samples/urls to Dave DeJonge, Internet Director, WOOD-TV, 120 College SE, Grand Rapids, MI 49503; email [careers@woodtv.com](mailto:careers@woodtv.com). No phone calls.

**REPORTER.** Write content for community newspaper, cultivate sources, write 6-10 features or hard news stories/week. Req strong interviewing skills, know AP style, grammar, exp writing for newspaper as freelancer or staff writer. \$23K-\$26K. Resume/ltr/published samples to Managing Editor Michelle Miron, Press Publications Inc, 4779 Bloom Avenue, White Bear Lake, MN 55110; email [shellmiron@presspubs.com](mailto:shellmiron@presspubs.com).

**ASSISTANT SPORTS EDITOR.** Cover 4 high schools, 1 university. Pref BA/BS journalism/Eng. Resume/ltr/writing samples to Scott Lowder, Managing Editor, Kansas Media One, 422 Seneca Street, Leavenworth, KS 66048; email [ltimesed@sbcglobal.net](mailto:ltimesed@sbcglobal.net).

**SPORTS WRITER.** Community newspaper. Resume/ltr/6 clips to Kelly Hawes, Managing Editor, 517 E. Broadway, Logansport, IN 46947; fax 574-732-5070; email [kelly.hawes@pharostribune.com](mailto:kelly.hawes@pharostribune.com).

**GENERAL NEWS REPORTER.** Cover agriculture, politics, some council, school board meetings. Req entry level or exp, know AP style, pref photography skills. Email resume/ltr to Jim Pruitt, Editor, The Hillsdale Daily News, 33 McCollum Street, Hillsdale, MI 49242, [james.pruitt@hillsdale.net](mailto:james.pruitt@hillsdale.net) (plain text or Word file). No phone calls.

**VIDEO JOURNALIST.** Develop/evolve web presentation. Req multimedia storytelling, orgz skills. Resume/ltr/digital portfolio to Jeff Rauschert, The Flint Journal, 200 E. First Street, Flint, MI 48502; email [jrauschert@flintjournal.com](mailto:jrauschert@flintjournal.com).

**VIDEO EDITOR.** For newscast production. Req 1 yr professional editing exp, strong orgz skills. Email resume/ltr to WFIE-TV, Evansville, IN, [mhillenbrand@14wfie.com](mailto:mhillenbrand@14wfie.com).

**EDITOR/REPORTER.** 3 times/week newspaper. Pref exp. Email resume/ltr to Michael Schuver, The Times, Liberal, KS, [mschuver@lminews.com](mailto:mschuver@lminews.com).

**SPORTS EDITOR.** Write, edit, lay out pages, cover rodeo, auto racing, school sports. Req exp, pref candidates from KS, surrounding states. Resume/ltr/5 clips to Debbie Eddy, Dodge City Daily Globe, 705 Second

Avenue, Dodge City, KS 67801.

**REPORTER/COLUMNIST.** Write weekly column. Req passion for news. Resume/ltr/refs/10 clips to Ann Wilson, General Manager, Carroll Daily Times Herald, 508 N. Court Street, Carroll, IA 51401; email [management@carrollspaper.com](mailto:management@carrollspaper.com).

**MAGAZINE EDITOR/WRITER.** Extensive writing, work w/ page designers, photographers, reporters. Req BA/BS, magz exp. Resume/ltr/6 publishing writing samples/3 professional refs to Editor Eileen Lehnert, Jackson Citizen Patriot, 214 S. Jackson Street, Jackson, MI 49201-2282; email [editor@citpat.com](mailto:editor@citpat.com).

## *West/Southwest*

**GRAPHIC ARTIST.** Produce info graphics for breaking news, features, enterprise projects for print, online products. Req orgz, project mgmt, skills, Illustrator, Photoshop exp, pref know Quark, Flash, 3D, database programs. Resume/ltr/samples/refs to Kris Worrell, Managing Editor, Beaumont Enterprise, PO Box 3071, Beaumont, TX 77704; email [kworrell@hearstnp.com](mailto:kworrell@hearstnp.com).

**ENTERTAINMENT REPORTER.** Cover galleries, concerts, lifestyle. Req community-minded, pref non-smoker. Resume/ltr/clips to Human Resources Department, Reporter-Herald, PO Box 59, Loveland, CO 80539; email [hr@reporter-herald.com](mailto:hr@reporter-herald.com).

**COPY EDITOR/WRITER.** Quarterly K-12 education/technology magz, produce govt, education strategy papers, advertorials, custom projects. Req excel communication, internet research skills, know AP style, MS Word, Outlook, Excel, html exp, pref BA/BS journalism/Eng/communications. Resume/ltr/sal req to Managing Editor Jeana Graham, Converge Magazine, 100 Blue Ravine Road, Folsom, CA 95630; email [jgraham@convergemag.com](mailto:jgraham@convergemag.com).

**NEWS DESIGNER.** Contribute ideas for art elements to enhance news coverage, field requests from newsroom staff, obtain clarification, procure source materials, create sketches or drafts of art elements, revise/refine drafts, execute final art. Req BA/BS, 3-5 yrs graphic design exp on web, strong aesthetic sense, know art elements, page layout, typography, color, composition, Photoshop, Illustrator, Flash, excel communication skills. Apply online at [www.dowjones.com/careers](http://www.dowjones.com/careers). Job ID#106811. Pos in San Francisco, CA.

**STAFF EDITOR.** Produce tight line edits of articles, dept copy, check for grammatical correctness, clarify, orgz, conformance w/ magz, web style, proof, work w/ authors to negotiate changes, review incoming manuscripts, assist w/ print production, prepare, send files to printer, update magz website. Req BA/BS, 3 yrs editorial exp, edit, rewrite skills, know PCs, word processing, electronic communications, pref know typography, design, layout, production. Apply online at The IEEE Computer Society, Los Alamitos, CA, [www.home.eease.com/recruit2/?id=33796](http://www.home.eease.com/recruit2/?id=33796).

**FREELANCE BILINGUAL COPYWRITER.** Transcreate English language copy into 1 of Chinese traditional, Korean, Vietnamese, Japanese, Tagalog, translate disclaimer/legal copy into above languages, produce Eng back translation of in-language copy, proof, edit creative materials. Req BA/BS, 3 yrs in-language copywriting, copy adaptation/transcreation exp, native speaker of 1 of above languages, strong writing skills, know US Asian market, ability to write for multiple media. Email resume/ltr/2 samples (original Eng, in-language copy) to [transcreate@intertrend.com](mailto:transcreate@intertrend.com). Pos in Long Beach, CA.

**SPORTS EDITOR/REPORTER.** Cover 3 high schools, outdoor recreation. Email resume/ltr to [steve@countrymedia.net](mailto:steve@countrymedia.net). Pos in Tillamook, OR.

**DEVELOPMENT, MARKETING AND COMMUNICATIONS COORDINATOR.** Coordinate creative needs, budgets, timetables w/ external vendors to meet mktg needs of orgz, create materials in Eng, Spanish,

create/manage distribution of monthly orgz e-newsletter, maintain, update website, manage inventory, distribution of mktg, corporate communication materials, compile grant reporting info, assist w/ special events. Req BA/BS, 1.5 yrs exp in mktg, media relations office, communication, bilingual skills, know grammar, syntax, APA style, MS Office, desktop skills. \$35K-\$40K. Resume/ltr/bilingual Eng, Spanish writing sample to Karina Nordbak, Padres Centra El Cancer, 3479 Cahuenga Blvd, West, Los Angeles, CA 90068; fax 323-850-7914; email [knordbak@iamhope.org](mailto:knordbak@iamhope.org). No phone calls. App ddl 07/04/08.

**WEB/GRAPHICS DESIGNER.** Design ads for web, print products. Req exp w/ Illustrator, Quark, Photoshop, know html, Javascript, Java, Flash, Dreamweaver, pref BA/BS graphic design/equiv exp, advertising exp in media industry. Email resume/ltr/3 graphic design samples/links to websites/sal req to The Victoria Advocate, Victoria, TX, [pjones@vicad.com](mailto:pjones@vicad.com).

**CORRESPONDENT.** Cover spot news, enterprise in northern AZ, cover Grand Canyon, Navajo Nation, Colorado River, mining, growth, environment, tourism, cover breaking news, develop stories, coordinate photo, video coverage. Req 3 yrs exp at newspaper or wire service, 2 yrs beat reporting exp covering breaking news, enterprise, excel writing, editing skills, strong news judgment, pref fluent Spanish. Resume/ltr to The Associated Press, Flagstaff, AZ, [www.careers.ap.org/viewjob.html?erjob=9363](http://www.careers.ap.org/viewjob.html?erjob=9363).

**COPY EDITOR/PROOFREADER.** Copyedit, proof health publications for hospital, health plan industries. Req 2 yrs copyediting exp in high volume production environments, know style, grammar, spelling, typography, MAC, MS Word, pref know InDesign. Email resume/ltr to Human Resources, Coffey Communications, Inc, 1505 Business One Circle, Walla Walla, WA 99362, [jobs@coffeycomm.com](mailto:jobs@coffeycomm.com). No freelancers.

**STAFF WRITER.** Report, write, rewrite medical info, research, interview sources, work w/ editors, provide copies of research, monitor industry, client news, developments. Req BA/BS Eng/journalism/communication/ science, know journalistic, scientific research, writing skills. Email resume/ltr to Human Resources, Coffey Communications, Inc, 1505 Business One Circle, Walla Walla, WA 99362, [jobs@coffeycomm.com](mailto:jobs@coffeycomm.com). No freelancers.

**SPORTS/OUTDOORS REPORTER.** Cover community news, sports. Req news, sports, photography, layout/design exp. Resume/ltr/samples to Alex Strickland, The Bigfork Eagle, PO Box 406, Bigfork, MT 59911; email [editor@bigforkeagle.com](mailto:editor@bigforkeagle.com). No phone calls.

**STAFF REPORTER.** Cover hard news, features. Req BA/BS journalism/equiv exp, pref know page layout/design, Quark. Email resume/ltr/writing samples to Dallas Voice, Dallas, TX, [robertmoore@dallasvoice.com](mailto:robertmoore@dallasvoice.com).

**EDITORIAL ASSISTANT/STAFF WRITER.** Community newspaper. Support editorial staff, complete general assignment work. Req BA/BS journalism/Eng, know AP style, newspaper exp. Email resume/ltr/3 clips to Managing Editor Jennifer M. Dobbs, The Redlands Daily Facts, Redlands, CA, [jdobbs@redlandsdailyfacts.com](mailto:jdobbs@redlandsdailyfacts.com).

**MARKETING SPECIALIST/NEWSPAPER SPECIAL PROJECTS.** Req excel graphic design, editorial, copy writing skills, know InDesign, Photography, Illustrator. Resume/ltr/portfolio to Reporter Newspapers, 19426 68<sup>th</sup> Avenue S, Kent, WA 98032; email [hr@reporternewspapers.com](mailto:hr@reporternewspapers.com).

**SPORTS EDITOR.** Write, edit, lay out pages. Resume/ltr/clips/refs to Michael Plett, Juneau Empire, 3100 Channel Drive, Juneau, AK 99801; email [mike.plett@juneauempire.com](mailto:mike.plett@juneauempire.com).

**POLITICAL REPORTER.** Cover politics, state/federal issues, staff ID legislature for 3 months/year, write page 1 weekly column. Req reporting skills. Resume/ltr/clips/refs to Paul Emerson, Managing Editor, Lewiston Tribune, PO Box 957, Lewiston, ID 83501; email [pemerson@lmtribune.com](mailto:pemerson@lmtribune.com).

**POLICE/COURTS REPORTER.** Req 2 yrs daily newspaper reporting exp, know police, court procedures, pref BA/BS journalism. \$40K-\$45K. Resume/ltr/samples/refs to Editor David Bock, The Hawaii Tribune-Herald, PO Box 767, Hilo, HI 96721; email [dbock@hawaiitribune-herald.com](mailto:dbock@hawaiitribune-herald.com) (subj Reporter). No phone calls.

**GENERAL ASSIGNMENT REPORTER.** Cover important issues in agriculture, city/county govts, law enforcement, write features. Req strong grammar, editing skills. Resume/ltr/samples/refs to Jon P. Brown, Managing Editor, The Owyhee Avalanche, PO Box 97, Homedale, ID 83628; email [jbrowneditor@cablone.net](mailto:jbrowneditor@cablone.net).

**MOTION PRODUCTION ARTIST.** Work w/ DVD or Blu-ray interactive, refine final design into final digital deliveries. Req BA/BS communications/advertising/design/rel, 2 yrs exp in DVD design, production process, know DVD, Blu-ray reqs, specs, strong Photoshop, Illustrator, typography skills, know MS Office. Resume/ltr/sal req to Drissi Creative Studios, 6721 Romaine Street, Los Angeles, CA 90038. No phone calls.

**REPORTER/ANCHOR.** Produce, anchor weekend newscasts, break stories, enterprise daily ideas, develop sources. Email resume/ltr to KCBD, Lubbock, TX, [www.kcbd.com](http://www.kcbd.com).

**NEWSCAST PRODUCER.** Produce TV newscast, check/rewrite reporters' stories for accuracy, write/delegate writing of stories in newscast, stock rundown, monitor scanners, answer phones. Req BA/BS journalism/mass communications/rel, excel communication, orgz, writing skills. Resume/ltr to News Channel 13, Attn: Human Resources, 399 S. 8<sup>th</sup> Street, Colorado Springs, CO 80905; fax 719-444-8601; email [personnel@krdo.com](mailto:personnel@krdo.com).

**PHOTOGRAPHER.** Assist in newsgathering for morning newscasts, develop police contacts, sources, shoot/edit overnight stories, operate live units during morning newscast, maintain eqt. Req HS grad. Email resume/ltr to Benji Snead, KCBD, Lubbock, TX, [bsnead@kcbd.com](mailto:bsnead@kcbd.com).

**WEB AND PRINT GRAPHIC DESIGNER.** Design, produce web, email, print artwork, create/implement branded web design, print solutions. Resume/ltr to Center Theatre Group, 601 West Temple Street, Los Angeles, CA 90012; fax 213-972-8062; [www.CenterTheatreGroup.org](http://www.CenterTheatreGroup.org); email [CTGJobs@CenterTheatreGroup.org](mailto:CTGJobs@CenterTheatreGroup.org).

**ASSISTANT EDITOR.** Fact check stories in each issue, incorporate changes, flow texts, develop in-house style guide, report/write stories for print publication, website, assist w/ procuring subjects for home section, admin duties. Req BA/BS journalism/Eng, 2 yrs copy editing exp, know AP style, excel spelling, grammar skills, InDesign exp on MAC, pref 1 yr reporting, writing exp. Email resume/ltr to AAAE/HR, Malibu, CA, [jobs@curtco.com](mailto:jobs@curtco.com). No phone calls.

**ASSISTANT EDITOR.** Project research, produce content for web, track design, architecture news/blogs, correspond w/ architecture, design firms, maintain database of PR, museum, architect, product contacts, attend selected press events, openings. Req 1 yrs editorial/rel exp, excel writing, research skills, pref know MAC, MS Office, InDesign. Email resume/ltr/writing samples to Dwell, San Francisco, CA, [edit-jobs@dwell.com](mailto:edit-jobs@dwell.com).

**PUBLIC RELATIONS JUNIOR ACCOUNT EXECUTIVE.** Present, place client, products across all levels of media, assist w/ other projects. Req excel communication, orgz skills, pref exp in TV news or as segment producer. Email resume/ltr/sal req to Orsi Public Relations, West Hollywood, CA, [wanda@orsipr.com](mailto:wanda@orsipr.com); fax 323-874-8796.

**STAFF WRITER/BLOGGER.** Online editor in content group. Req interest in online content appealing to men, know online content environment, strong writing, communication, presentation, computer, design skills, exp w/ blogging software. Email resume/ltr/writing sample to MTV Networks, Santa Monica, CA, [www.mtvncareers.com](http://www.mtvncareers.com).

## ***Multi-Regional/International/Freelance***

FREELANCE BLOGGERS. PT. Blog on social action blog network focusing on social, political, environmental issues incl global warming, human rights, poverty, war in Iraq, immigrant rights, women's rights, fair trade, racism, cancer, sustainable agriculture, autism, microfinance. Paid, telecommuting position. For info, contact [www.change.org/bloggers](http://www.change.org/bloggers).

CALL FOR POETRY-RELATED PAPERS. Study/translate poetry of David Rosenmann-Taub. Prizes incl undergrad students, grad students, faculty/scholars, poetry translations, doctoral dissertation. For info contact 127 W. 79<sup>th</sup> Street, Suite 7J, New York, NY 10024; [www.cordafoundation.org](http://www.cordafoundation.org); email [fshelley@mindspring.com](mailto:fshelley@mindspring.com). App ddl 09/01/08.

CONTRACTUAL GRANT WRITER. Research/write grants, create schedules. Work from home primarily, attend 1 meeting/month at museum. Req grant writing exp, communication skills. Resume/ltr to The Windsor Wood Carving Museum, 850 Ouellette Avenue, Windsor, Ontario N9A 4M9 CANADA; email [woodcarv@windsorpubliclibrary.com](mailto:woodcarv@windsorpubliclibrary.com) (subj: Grant Writer Position). App ddl 06/02/08.

COMMUNICATIONS COORDINATOR. 24 hours/week. Enhance communications, promote programming initiatives, increase profile in media, design/implement new mktg, promotional tools. Req BA/BS communications/rel, exp in graphic design for print, web, exp in preparing press releases media relations, excel communication skills, know Illustrator, Photoshop, Quark, html, Dreamweaver, pref know contemp media art practice. \$15/hour. Resume/ltr to Hiring Committee-Communications Coordinator, SAW Video Association, 67 Nicholas Street, Ottawa, Ontario K1N 7B9 CANADA; fax 613-238-4617; [www.sawvideo.com](http://www.sawvideo.com); email [sawvideo@sawvideo.com](mailto:sawvideo@sawvideo.com). App ddl 05/22/08.

SWEDISH TECHNICAL TRANSLATOR. Entry level/intern. Translate from Swedish to Eng at multinatl firm. Resume/ltr to Zoe Verano, Asia-Interns, 111 North Bridge Road, #27-01/02 Peninsula Plaza, SINGAPORE 179098; email [India@asia-interns.com](mailto:India@asia-interns.com).

PUBLIC RELATIONS OFFICER. 08/29/08-04/15/09. Coordinate receptions onboard in each port, host media onboard, manage interviews between journalists, students/staff, participate in press opptys, work w/ journalists to identify students for specific press opptys, write for website, newsletter. Req excel writing, intercultural communication skills, exp in public, media relations. For info contact The Scholar Ship, [www.TheScholarShip.com](http://www.TheScholarShip.com).

COLUMNISTS/CONTRIBUTORS. Freelance position. Write original, entertaining, factual articles covering auto-rel issues incl mfg, design, sales, finance, reviews, opinion, art, alternative fuel vehicles, car ownership. Req Eng writing skills; can be based in regions w/ developing auto markets incl Latin America, India, Africa, Middle East, Russia. Unpaid position. Resume/ltr/3 samples to Autosavant.net, [editor@autosavant.net](mailto:editor@autosavant.net).

Good luck!

Next issue: June 20, 2008

