

Company:	AgCreate Solutions, Inc. www.agcreate.com		
Job Title:	Editor and Project Administrator		
Work Location:	Monticello, IL (on site)	Travel Required:	Some (<10%)
Level/Salary Range:	Dependent on experience	Position Type:	Full or part time
Contact:	Brent Reese, CBO hr@agcreate.com	Date posted:	January 23, 2023
E-MAIL: hr@agcreate.com	Please send cover letter, resume, and reference list by e-mail with subject line “Editor and Project Administrator.”		
Job Description			
The ideal candidate for this position has an eye for detail. They are a positive collaborator who takes initiative with great follow-up. This candidate enjoys relating to people and customers.			
Role and Responsibilities			
50% Editor			
<ul style="list-style-type: none">• Review a variety of written and multimedia outputs• Identify and correct spelling mistakes and grammatical errors.• Test user experience for expected results.• Confirm auditory and visual messages are professional, engaging, and match branding guidelines.• Proof outputs prior to release.• Review documents to guide video shoots, projects, and other creative outputs.			
50% Project Administration			
<ul style="list-style-type: none">• Prepare recording scripts for talent.• Prep storyboard resources for video shoots.• Coordinate external media releases.• Prepare documents for language translation.• Log video.• Support project managers throughout the life of a project.• Maintain project tasking status in project tracking software.• Submit and guide project components through customer approval systems and work with team to apply customer change requests.• Aid in biosecurity management and logging of equipment.• Other administrative duties as assigned.			

Qualifications and Education Requirements

Bachelor's degree or equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Candidate must be proficient in:

- Microsoft Office
- Windows environment

Characteristics

- Organized
- Keen eye for detail
- Able to review and confirm creative outputs are clear and concise
- Strong spelling and grammar skills
- Able to multi-task and prioritize tasks effectively
- Able to work with deadline pressure
- Able to produce quality work in a dynamic work environment as needed
- Professional written and verbal communication skills
- Able to work independently and in a team
- Able to receive feedback and apply to work

"Nice to Have" Skills

- Willingness to learn (or have prior experience working with) productivity software, project management tools, and creating and maintaining project plans.
- Experience/interest in animal husbandry, food production, veterinary medicine, agriculture
- Able to speak Spanish

Continuing Education:

AgCreate supports continuing education activities related to position. Examples of this may include training courses or conferences. All continuing education activities must have approval and are dependent on company annual budget.

Benefit Package

Competitive benefits offered for full-time employees.