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Connecticut Woodlands Magazine Editor: Contract Opportunity

Position Summary

The Editor oversees the production of the Connecticut Forest & Park Association's (CFPA) popular quarterly print magazine, *Connecticut Woodlands*, a publication first released in 1936. Managing content for each issue from concept to print, the Editor collaborates closely with magazine contributors, CFPA staff and our graphic designer. The Editor is responsible for ensuring each issue reflects and amplifies CFPA's mission and makes conservation relevant for all readers.

Responsibilities

- Create and maintain an annual editorial calendar specifying deadlines for content submission, editorial review, layout, and pre-printer submittal proof.
- Plan, create, and manage all magazine content, including the development of themes for each issue, writing features and shorter articles when appropriate, commissioning contributors, and maintaining a consistent editorial style and voice.
- Manage deadlines for all contributors and oversee the entire production process in collaboration with the magazine's graphic designer to ensure consistency of presentation.
- Consult with the Executive Director and Communications Coordinator to ensure content alignment with CFPA's mission and messaging priorities.
- Write the editor's column to focus on relevant matters such as nature, forestry, environmental matters, or personalities explored in the magazine.
- Take or procure images for the magazine.
- Provide comprehensive editing for submitted content, work with contributors to refine headlines, subheads, captions, and other supporting text to meet the magazine's standard of excellence. The Editor is responsible for final proofreading.
- Maintain editorial and design style guidelines for the magazine.
- Collaborate with the Communications Coordinator to create additional content related to the magazine, such as social media and expanded stories for the website.
- Work with the Executive Director and staff, and freelance designers to review content, layout, and presentation. Attend quarterly content meetings to gather input and align with organizational and messaging priorities.

Required Qualifications

- Undergraduate or graduate degree, or comparable experience, in journalism, communications, English, or related field.
- Minimum 4 years of experience in magazine production, editing, or writing, preferably in environmental, conservation, or outdoor recreation.
- Excellent writing, editing, and storytelling skills across a range of formats (print, web, email, and social media).
- Proficiency in Microsoft Word, document review using PDFs, and file sharing.
- Excellent interpersonal skills.

- Strong organizational skills, with the ability to plan and organize magazine content with little supervision.
- Passion for environmental conservation and outdoor recreation.
- A commitment to Justice, Equity, Diversity, and Inclusion (JEDI) principles, with an understanding of how to communicate with and for diverse audiences, and a dedication to elevating underrepresented voices in environmental storytelling.

Preferred Skills

- Success in coordinating the production of a quarterly print magazine.
- Success in working with volunteer contributors or community-based writers.
- Experience with photography is a plus.
- Familiarity with CFPA's mission, programs, and voice, or a demonstrated ability to quickly learn and reflect an organization's values and priorities through storytelling.

Compensation

This contract pays a flat rate of \$2,550 per month (\$30,600/year) for managing and producing four issues annually. The work typically requires 50–70 hours per month, with some flexibility depending on the stage of each issue's production.

Schedule and Location

The Editor is a one-year renewable contract position covering four issues per year. Work is performed remotely. Some evening and weekend work may be required for events and promotional activities.

To Apply

Please visit ctwoodlands.org/careers and submit the following materials, addressed to CFPA Interim Executive Director Clare Cain. Deadline to apply is August 3, 2025. Applications will be reviewed on a rolling basis. No phone inquiries, please.

1. Cover letter;
2. Resume showing relevant experience and skills;
3. Work samples and/or link to portfolio; and
4. Three (3) professional references.