

## **ASSISTANT MANAGING EDITOR - Bay Nature Institute (June 2026)**

Bay Nature Institute is a nonprofit, independent media organization connecting people with the San Francisco Bay Area's natural world. We publish the quarterly *Bay Nature* magazine, a dynamic website, and events that bring our stories to life. With nearly 8,000 active members, Bay Nature is a community of learning and engagement.

The Assistant Managing Editor supports the day-to-day operations of Bay Nature's editorial team. The position increases capacity through project management and operational coordination (80%) and communications (20%). The Assistant Managing Editor helps Bay Nature run more effectively over time by streamlining editorial production, coordinating workflows, and improving internal systems and processes.

The Assistant Managing Editor is a full-time (40 hours/week) non-exempt employee and reports to the Editor in Chief. An excellent candidate is highly organized, collaborative, detail-oriented, and motivated by helping creative teams operate efficiently. This is an excellent opportunity for an early-to mid-career publishing or media professional interested in editorial operations, journalism production, and mission-driven media.

### **I. Operational Execution**

- Project manage the quarterly print magazine and weekly online production process, including assignments, deadlines, and deliverables.
- Coordinate editorial workflows and communication across contributors, editors, designers, event production, and collaborators.
- Help ensure editorial and program deadlines are met across multiple concurrent projects.
- Manage and track the organization's editorial, event, and program marketing calendars.

### **II. Systems and Process Design**

- Serve as the primary administrator of the organization's Airtable system, including building workflows, tracking assignments, updating calendars, and maintaining databases.
- Manage contract workflow through draft, signature, and invoice.
- Maintain organized records, templates, and process documentation.
- Coordinate organizational software tools and subscriptions.
- Assist with reporting, scheduling, and operational support for the editorial team.

### **III. Editorial Support**

- Track and respond to pitches.
- Write two weekly newsletters with a concise, conversational, and memorable style, with a sophisticated ear for tone and brand voice.
- Collect and process quarterly contributor surveys.

#### **IV. General**

- Participate in Bay Nature editorial and staff meetings.
- Meet regularly with the Editor in Chief.
- Participate in Bay Nature strategic planning discussions related to editorial operations.
- Attend and represent Bay Nature at public programs, conferences, and community events.

#### **V. What Success Looks Like**

- Editorial workflows run smoothly with minimal oversight.
- Key editorial systems and processes are organized, documented, and easier for others to use.
- Staff and external collaborators experience clear communication and strong coordination.
- The Editor in Chief has greater capacity for editorial leadership and strategic priorities.
- Newsletters that engage readers with prose that sparkles.
- You are seen as a trusted partner and operational problem-solver across the team.

This is a hybrid position that requires physical presence in the Bay Area, with two days per week at the Bay Nature office in Berkeley and occasional evening or weekend events requiring time shifting of work hours. The position's salary is \$55,000 annually, paid semi-monthly on a 100% FTE basis. Benefits include paid vacation, sick leave, and holidays, participation in the Bay Nature 403(b) retirement plan, and coverage under Bay Nature health, dental, vision, and life insurance plans.

The ideal candidate has 2-4 years of experience in publishing, editorial operations, project management, or related fields; exceptional organizational skills and attention to detail; strong written communication; ideally, knowledge of Airtable, Google products, MailChimp and previous newsletter writing experience; ability to manage multiple priorities and follow through on commitments; and, interest in journalism, environmental issues, and Bay Nature's mission.

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**To apply, please send by June 22:**

- Your resume
- A thoughtful cover letter describing:
  - Your interest in Bay Nature Institute
  - Why you are well-suited for this role
  - A system, process, or workflow you improved – and how it made things work better

to [hr@baynature.org](mailto:hr@baynature.org). Please put **Assistant Managing Editor** in the subject line.

No phone calls please. Applications will be reviewed on a rolling basis and the position will remain open until filled.

Bay Nature Institute is an equal opportunity employer.