

## Job Posting

### About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit [www.vascular.org](http://www.vascular.org).

The Society for Vascular Surgery is an Equal Opportunity Employer.

Date posted: 6/30/2025

## Assistant Editor

The Vascular Specialist Assistant Editor (AE) collaborates with the Managing Editor (ME) to develop and publish *Vascular Specialist* (VS), the official newspaper of the Society for Vascular Surgery (SVS). As a critical component of the SVS' communications, VS maintains a dedicated readership across the vascular community, serving as both a revenue source and a key component of the Society's value proposition for its members.

The AE will assist the ME in establishing and executing internal workflows for VS and will collaborate with physician and staff content contributors to ensure high-quality coverage of news and trending issues across the vascular space. The AE will also serve as the staff lead for VS social media channels and collaborate with the MarCom department to ensure effective cross promotion of efforts and adherence to SVS brand standards.

### What you'll own

- Create high-quality scientific, medical, and/or clinical content for vascular-oriented audiences
- Assist in the publishing—print and digital—of VS
- Engage with thought leaders and medical experts within the vascular community to support content development
- Maintain up-to-date knowledge of key vascular related issues and trends
- Write news stories on emerging vascular topics and conferences
- Communicate deliverables, writing process, and timelines to internal departmental contributors
- Secure images and graphic assets as needed with appropriate copyright permissions
- Manage VS social media channels and collaborate with MarCom department to ensure effective cross promotion of efforts
- Prepare blast emails and other necessary messaging relating to VS
- Collaborate with the Business Development team to secure ad content assets

### What you'll bring to the job

- Bachelor's Degree in English, Communication, Journalism, or other relevant field required
- 3+ years of progressive experience in communications or publishing, preferably in society-driven publications
- Excellent writing and editing skills; consistently demonstrates an ability to draft copy for a professional audience who already has expertise and experience relating to vascular topics, trends, and science
- Effective oral, electronic, and written communication skills, including engagement with authors, editors, colleagues and volunteers

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- Strong project management and problem-solving skills, and ability to meet deadlines and manage multiple projects simultaneously.
- Familiarity with basic graphic design tools preferred (e.g., Canva, Adobe Suite)
- Experience using a Content Management System (CMS) for website updates (e.g., Drupal, WordPress)

### Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences, and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

### Physical Requirements & Environment

A typical remote office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional lifting is required to move and store office supplies. Some travel to attend conferences and in-person meetings. Occasional evening and/or weekend work may be required based on business needs. This is a remote position.

### Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Target hiring range: \$25 - \$30/hour, based on qualifications and experience. Benefits include but are not limited to medical, dental, vision, short/long-term disability, life insurance, paid time off, 401(k), recognition and team building, and an annual discretionary bonus opportunity.

### To Apply:

Please submit your resume to [HRResumes@vascularsociety.org](mailto:HRResumes@vascularsociety.org). We will continue to accept applications until the position is filled.