

Senior Editor, Sacramento CA

Duties

EDAW, a world leader in landscape architecture, planning, design, and environmental services, has an immediate opening for a Senior Editor in our Sacramento office, to contribute to projects generated by the Sacramento and South Lake Tahoe offices. Candidates should be interested in enhancing their knowledge of the urban design and municipal planning processes and their understanding of compliance with environmental laws and regulations such as CEQA, NEPA, and the federal and California Endangered Species Acts. The Senior Editor will be responsible for substantive editing of a variety of large and small documents such as environmental impact reports for land development, water resources, and infrastructure projects; city and county general plans and related technical background reports; design guidelines for master-planned communities; and specialized reports such as biological and cultural resources studies. The Senior Editor will also review marketing proposal text as needed and will offer formal and informal training to staff members regarding effective writing.

Skill Requirements

Top-notch writing and editing skills are a must. Candidates should be organized team players with excellent critical thinking skills; they should also be detail oriented with strong project coordination skills, including the ability to multi-task and prioritize. The ideal candidate is self-motivated, is able to work individually and cooperatively in a fast-paced environment under strict deadlines, and can work well with various levels of managers and technical and administrative staff members. Assertiveness is a good attribute to have in this position.

Experience Requirements

At least five or more years of experience editing scientific/technical or planning documents. Knowledge of and/or experience in municipal planning and an understanding of the CEQA and/or NEPA process is strongly preferred; prior consulting experience is also preferred.

Education

Bachelor's degree (Master's a plus) in English, journalism, technical communication, political science, technical communication or a related field. Coursework in the sciences, environmental studies, planning, and/or architecture is preferred.

Workplace Benefits

EDAW offers a supportive, dynamic, and fun work environment and excellent benefits. We invest in our employees' success and welfare and provide high quality work and services for our clients. We offer competitive salaries, flexible work hours, opportunities to work on important and challenging projects, recognition and performance awards, and excellent career growth opportunities.

Workplace Excellence Leader Award

The EDAW Sacramento office received the 2008 Sacramento Workplace Excellence Leader Award from the Sacramento Area Human Resources Association, which recognizes our approach to Human Resources programs including training, work/life balance, career development, positive office culture, and employee morale. We truly believe our employees are our greatest asset.

Please see our website at www.edaw.com under “careers” for more information and to submit your cover letter, resume with references, and salary history.