

## Publications Coordinator

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is national, nonprofit, membership association working with teachers and students in middle level, high school, and college.

We are seeking a talented and energetic Publications Coordinator to work in our Reston, Virginia office (no telecommuting). The primary responsibility is to develop the content and prepare the layout and design of all association print and online publications, i.e., national print magazine, online newsletters, conference guides and programs, PowerPoint presentations, etc.

This is an entry-level to mid-level position requiring 3–5 years of experience in monitoring editorial and production schedules, writing and managing all aspects of editorial content and execution of publication and electronic communications, social media efforts, and writing speeches and press releases.

Applicants should have working knowledge of production and printing processes and demonstrated expertise in InDesign, Photoshop, Microsoft Office, website content management systems, social media tools, and mobile apps. Bachelor's degree and travel to our annual conference is required. Familiarity with Chicago Manual of Style is preferred.

FBLA-PBL offers outstanding benefits with a quality work environment. Salary is commensurate with experience. **To apply, candidates should email a cover letter and resume to [HR@fbla.org](mailto:HR@fbla.org) for consideration.**



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