



Publications assistant, Fahamu

Fahamu (www.fahamu.org) is a not-for-profit organisation looking for an enthusiastic and hard-working full-time publications assistant to join their small, dynamic team working in offices in central Oxford.

Fahamu produces a wide range of publications broadly on the subjects of Africa and social justice. These include books, Pambazuka News (a weekly online news journal, see www.pambazuka.org), websites, multimedia outputs (broadcasts) and CDROMS (educational materials on human rights). The publications assistant will work primarily on our expanding book list, the award-winning Pambazuka News and our websites.

TASKS:

- Copyediting
- Proofreading
- Formatting Word files
- Inputting text and images into our websites and books
- Picture research
- Testing CDROMs and websites
- Managing trade data
- Liaising with printers
- Producing and distributing marketing materials
- Associated administrative tasks
- Other tasks as required

ESSENTIAL skills and experience:

- An excellent eye for detail
- Good level of literacy
- Excellent copyediting skills
- Excellent proofreading skills
- Awareness of design / layout issues
- Computer literacy
- Familiarity with Adobe InDesign or similar desk-top publishing software
- A great sense of humour

DESIRABLE skills and qualifications:

- Degree in publishing
- Knowledge of some or all of: html / css, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat
- Knowledge of publishing and new media
- Knowledge of or interest in African politics

Salary: £18,000-£20,000

Closing date for applications: 28 July 2008. Interviews will be held on 19 August 2008.

Email applications to: fahamujobs@googlemail.com