

Writer/Editor
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261129>

Downloaded On: Aug. 28, 2025 5:35am

Posted Aug. 14, 2025, set to expire Jun. 1, 2026

Job Title Writer/Editor
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Aug. 14, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Communications/Public Relations

Apply Online Here <https://apptrkr.com/6463931>

Apply By Email

Job Description

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Writer/Editor

Initial closing date: 08/29/25*

*For full-consideration, all application packets must be received by 11:59 pm on the closing date/next review date.

Salary Grade: C1-60

Starting Salary: \$7,953.47 (per month) plus excellent benefits

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Full Salary Range: \$7,953.47 - \$10,642.48 (per month)

The Foothill - De Anza Community College District is currently accepting applications for the classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill - De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill - De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

Job Summary

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The writer/editor is a key position in the Office of Communications, working independently and serving within and across three small teams - editorial, multimedia and web - in a deadline-driven environment. Given this central role, the writer/editor provides general work direction to immediate colleagues. The person in the position routinely synthesizes complex concepts in appealing and effective ways for various audiences, with a primary focus on potential and current students. The college website and related app are central vehicles for communications, with others including direct emails, text messages, social media, newsletters and other digital publications, the college catalog, various printed collateral, and advertising. Other audiences for various documents and communications include the internal community of classified professionals, faculty members and administrators; the external community locally and across the region; professional, educational, nonprofit and government organizations; media; elected officials; industry; and others. The writer/editor serves in a campuswide role, working closely with instructional, student services and administrative services colleagues to obtain information and ensure accuracy.

The person in the role must be a superior writer in all forms, with an ability to edit their own work and that of others for accuracy, clarity, tone and brevity. The writer/editor will use and maintain Associated Press style across all publications.

DEFINITION

Under general direction, performs complex and responsible duties related to the development, preparation, and implementation of strategic internal and external communications and public information activities; serves as lead writer, editor, and content developer for a variety of communication vehicles such as websites, social media, and print publications; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a specialist class responsible for independently writing, editing, and developing content for various internal and external communications. Positions work on tasks that are varied and complex, requiring the use of considerable discretion and independent judgment in performing assigned work, and ensuring the efficient and effective functioning of assigned program or operational area.

Assignments are given with general guidelines and incumbents are responsible for establishing

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objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Develops, prepares, and implements strategic internal and external communications and public information materials and publications; receives, processes, and completes projects by planning, organizing, and defining project requirements in consultation with supervisor; meets deadlines.
2. Creates and maintains college website, writing, editing, copyediting, and proofreading content; directing, collaborating on, and taking photos; assembling, and posting webpages; and coordinating with other staff to build reader interest and loyalty, reinforce consistent brand and design standards, and improve user experience and site performance.
3. Researches, organizes, and interprets information from various sources to create original content for various audiences; develops content for and edits complex and high-profile publications, reports, and web content requiring complex, technical evidence-based content development and extensive cross-referencing and footnoting.
4. Edits and writes content for newsletters, news releases, brochures, catalogs, reports, social media posts, video scripts, and other internal and external communications.
5. Maintains navigational design of the website and participates in planning strategies to disseminate information to the public in an effective, consistent, and positive manner.
6. Promotes and ensures brand consistency by creating and updating style guides, style sheets, and templates.
7. Develops responses to media requests; writes and edits content for other media-related communications.
8. Provides assistance, training, and support to staff and faculty regarding development, design concepts and themes, editorial guidelines, use of content management systems, and best practices related to the website, social media sites/accounts, and other functions of the Office of Communications.
9. Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
10. Stays current with trends and innovations in the field of communications, particularly related to website and social media best practices; monitors changes in laws, regulations, and technology that may affect college or district operations; implements policy and procedural changes as required.
11. Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

1. Different attributes and characteristics of various styles of writing and the appropriate adaptation of communication style for targeted audience.
2. Advanced principles and practices of developing, writing, formatting, and editing creative content for internal and external web, social media, and print communications.
3. English usage, grammar, spelling, vocabulary, and punctuation.
4. Content management systems.
5. Principles, practices, and techniques of handling media requests.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and district policies and procedures relevant to assigned area of responsibility.
7. Techniques and methods of data research, synthesis, organization, and interpretation.
8. Record keeping and filing systems and methods.
9. Associated Press style and the use of style guides.
10. Modern office practices, procedures, technology, and computer equipment and applications.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and district staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Write and edit clear, concise, accurate, and effective content for internal and external communications by adapting tone, voice and technique as appropriate for various audiences and vehicles.
3. Research, fact-check, write, and edit technical content for complex college publications and documents such as those related to the accreditation process.
4. Work in a deadline-driven environment.
5. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and
6. District policies and procedures relevant to assigned area of responsibility.
7. Understand the organization and operation of the college and district as necessary to assume

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assigned responsibilities.

8. Effectively advise others on webpage development, writing, use of the content management system, and best practices.
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
10. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in English, journalism, marketing, political science, social science, or a related field **AND** five (5) years of increasingly responsible experience in marketing, communications, publications, or media relations with an emphasis on writing and editing in a digital environment.

Licenses and Certifications:

None.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

APPLICATION PACKET

1. A district on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.
4. In a separate Word or PDF document, provide links to five publications of various topics and styles.

For full consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept any additional materials that are not specifically required, such as reference letters

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>. We cannot guarantee a response to application questions within 48 hours of the closing date.

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CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill - De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
Email: employment@fhda.edu
<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2257?c=fhda>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Foothill-De Anza Community College District

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