

Florida Mosquito Control Association
2713 Blairstone Lane
Tallahassee, FL 32301

Editor-In-Chief: FMCA Wing Beats Magazine

REQUEST FOR QUALIFICATIONS

Wing Beats is an official publication of the Florida Mosquito Control Association (FMCA) and the American Mosquito Control Association (AMCA). Wing Beats is published quarterly by FMCA. All aspects of management, publication, advertising and recruitment is the responsibility of the FMCA and more specifically the Editor-in-Chief employed by FMCA. This magazine is intended to keep all members of the profession (including professional and non-professional staff) informed on matters as they relate to mosquito control. Wing Beats has a regional, national and international distribution.

Responsibilities:

- 1) Produce, edit and publish four (4) issues of the trade magazine "Wing Beats" annually. Each issue shall be published quarterly.
- 2) Review all articles for accuracy, grammar and appropriate style
- 3) Evaluate content and make decisions on appropriateness for the publication.
- 4) Develop the success (content and financial) of Wing Beats
- 5) Coordinate the efforts of various volunteer editors to assist with the publication
- 6) Oversee and manage advertising including recruitment of new vendors. Provide quarterly reports on solicitations and non-renewals to include results of both
- 7) Solicit articles for publication from professional members of the FMCA and AMCA community
- 8) Provide a digital copy of the Wing Beats publication to the AMCA for international distribution
- 9) Work cooperatively with the FMCA Executive Director on a daily/weekly/monthly basis on issues such as: billing, membership/distribution lists
- 10) Attend the FMCA and AMCA Annual Meetings to represent and promote Wing Beats.
- 11) Provide a quarterly report to the FMCA Executive Director indicating accomplishments, needs and future goals
- 12) Provide the FMCA Board of Directors with an Annual Budget for Wing Beats by January 1 of each year
- 13) Maintain all intellectual property of the FMCA on a cloud-based platform with access by the FMCA Executive Director and Chair of the FMCA Technology Committee
- 14) Manage the day-to-day operations of Wing Beats
- 15) Establish and maintain a productive overall tone of Wing Beats publication

Qualifications:

- 1) Minimum of 5 years of experience managing the publication of similar size and scope to Wing Beats
- 2) A degree in journalism, communications or similar discipline is preferred but not required
- 3) Accurate writing skills
- 4) Superior organizational skills
- 5) Good judgement and attention to details
- 6) Must have a demonstrated ability to work well within a team atmosphere
- 7) Strong leadership skills

Compensation will be commensurate with skill, knowledge and experience. It is anticipated this position will require approximately 20 hours per week for successful execution. This is contract employment and the successful applicant selected for the position will be an independent contractor for FMCA. Contract period will be 3 years and renewable with both parties agreement.

To Apply:

Interested parties should send a Statement of Interest, Resume and outline of qualifications to the FMCA Executive Director Karen Crawford at the following email address: kcrawford@cmc-associates.com. Questions may also be sent to this same address. Deadline for submission is November 30, 5:00pm EST.

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