

Copy & Web Editor

Reporting to the Managing Editor, the Copy & Web Editor is a member of the Editorial Board and is responsible for finalizing content for print and online publishing. Other responsibilities include:

- Read copy or proof articles to detect and correct errors in spelling, punctuation, and syntax
- Prepare, rewrite and edit copy to improve readability
- Set copy according to house style and guidelines
- Prepare and post copy to the website
- Add appropriate formatting to features and other content (including hyperlinks, writing blurbs, teasers, and using best headline practices for the Web)

Qualifications

- At least 1 year College/University education
- Exceptional writing, editing and communication skills
- Organized with the ability to work in a fast paced work environment
- Experience using Word and with desktop publishing