Copy Editor

Organizational Overview

NPQ is the leading media platform for the nonprofit sector in the US. It recently transitioned from the founding President and Editor in Chief, to NPQ’s second editorial leader. During this transition, NPQ is grounding itself in its original mission to advance civil society, to look beyond the nonprofit sector. In a time of social movement, this means rethinking what constitutes knowledge in the field. It is also firmly taking a stand for justice, and its contents reflects this.

To these ends, NPQ uses a range of media channels. In addition to a quarterly magazine, it produces multiple weekly newsletters, webinars, podcasts, videos, and online convenings to promote critical conversations in economic, racial, health, and climate justice, as well as leadership.

NPQ currently has about 15 staff, and is in a significant growth phase. It is headquartered in Boston, with remote staff in Colorado, Texas, New York, Georgia, and Florida.

Job Overview

NPQ currently has four key topic areas: racial justice, economic justice, climate justice, and health justice. Senior Editors are hired to lead in one of those areas, and may work with Editors in the same area, as well as all those in other areas.

A Copy Editor’s biggest responsibility is editing and fact-checking content. They work closely with the Managing Editor to ensure that written content reflects excellent readability, grammar, and punctuation. The duties include communicating with Writers, Editors, and Publishers, reading through content and making notes of odd passages and correcting grammar and punctuation errors.

We are looking for someone who is detail-oriented and demonstrates flexibility, creativity, and comfort with offering ideas and feedback.
Key Responsibilities

1. Maintain adherence to style guides including spelling, proper tenses, and voice
2. Edit copy to improve readability through formatting and conciseness
3. Proofread copy to fix grammatical, spelling, and punctuation errors
4. Verify numbers like dates and statistics to ensure accuracy
5. Create layouts for publications to arrange text, images, and ads properly
6. Write headlines and restructure lead sentences

Preferred Qualifications

1. 2+ years of copy editing experience preferred
2. Exceptional writing skills in the English language
3. Proficiency with applying the principles of style guides, such as the Chicago Manual of Style, to different types of writing
4. Strong interpersonal skills
5. Creative and inquisitive mind
6. Meticulous attention to details
7. Organized and deadline-oriented mindset
8. Strong computer processing skills, especially G Suite and Microsoft Office
9. Basic knowledge of legal issues involved in publishing, such as libel and plagiarism
10. Ability to give constructive feedback

Compensation

The starting salary for this position is between $55,000 and $65,000, depending on skills and experience. NPQ also provides an attractive benefits package that includes health insurance, a 403(b) retirement plan contribution of 5%, 15 days paid vacation, sick leave, and standard holidays. If you live in the Boston area, pre-tax dollars can pay for a monthly transit pass.

How to Apply

To apply, please email a cover letter, résumé, and brief writing sample (less than five pages) to hr@npqmag.org.

NPQ encourages applications from people of color and members of other marginalized groups. NPQ is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status.