

Copy Editor

Organizational Overview

NPQ is the leading media platform for the nonprofit sector in the US. It recently transitioned from its founding president and editor in chief to its second editorial leader. During this transition, *NPQ* has more deeply grounded itself in its original mission to advance civil society, looking beyond the nonprofit sector. In a time of social movement, this means rethinking what constitutes knowledge in the field and taking a firm stand for justice—and our content reflects this.

NPQ produces across a wide range of media channels. In addition to a quarterly magazine, we produce multiple weekly newsletters, webinars, podcasts, videos, and online convenings to promote critical conversations in racial, economic, climate, and health justice, as well as leadership.

NPQ currently has a staff of 15, and is in a significant growth phase. We are headquartered in Boston, with remote staff across the country.

Job Overview

NPQ currently has five key topic areas: racial justice, economic justice, climate justice, health justice, and leadership. Each area has at least one dedicated editor at the desk with expertise in the field.

The copyeditor's biggest responsibility is rigorously fact-checking content and ensuring that it adheres to *NPQ*'s style guide for our online publishing, which consists of daily newsletters containing substantive articles focused on the four justice areas, and leadership. The copyeditor works closely with the managing editor and the desk editors to ensure that the written content reflects excellent readability and *NPQ*'s social justice ethos while maintaining integrity of diverse voices. Duties include communicating with writers, editors, and (sometimes) external publishers, and partnering/liasing with *NPQ* desk editors, marketing, web, and business end.

We are looking for someone who is superlatively detail-oriented and demonstrates flexibility, creativity, and comfort with offering ideas and feedback. While experience with substantive editing is a plus, we are looking for a professional copyeditor who understands the difference between the two skills (editing and copyediting) and focuses on copyediting.

Key Responsibilities

1. Fact check/verify all names, dates, quotes, statistics, sources to ensure absolute accuracy
2. Fix grammatical, spelling, and punctuation errors, as well as inconsistencies in voice and tense
3. Maintain strict adherence to *NPQ*'s style guide
4. Edit to improve readability (formatting, concision)
5. Write headlines and restructure lead sentences
6. Proofread final edited copy to correct typos and other errors before copy publishes online
7. Proofread exported magazine articles before they publish online to correct errors generated during the export
8. Create layouts for proper arrangement of text, images, and ads

Preferred Qualifications

1. 2+ years of professional copyediting experience
2. Exceptional writing skills in the English language
3. Proficiency with applying the principles of style guides, such as the Chicago Manual of Style and AP, to different types of writing
4. Strong interpersonal skills
5. Creative and inquisitive mind
6. Meticulous attention to details
7. Organized and deadline-oriented
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 with contribution of 5 percent, 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 and resume 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.