



Copy Editor

JOB SUMMARY

As Copy Editor for Random Acts you will be responsible for reviewing internal and external communications checking for grammatical, punctuation and spelling accuracy. Ensuring that documents, articles and other collateral as assigned adheres to the organization's tone of voice and messaging. A detailed eye and ability to communicate effectively at all levels will connect this role to all departments within the organization. Reports to the Communications Manager.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Review website content, blog posts, articles, newsletters and other collateral as tasked for grammar, punctuation and spelling accuracy.
- Review website content, blog posts, articles, newsletters and other collateral as tasked for adherence to organizational tone of voice and messaging.
- Double check that names, places and organizations are spelled properly and that facts, dates and statistics are accurate.
- Contact sources or conduct research to verify facts within articles or statements on website.
- Write headlines and subheads for articles, blog posts and newsletters as needed.
- Review website content, blog posts, articles, newsletters and other collateral for readability.

DESIRED QUALIFICATIONS AND SKILLS

- 2 or more years of editing experience
- Proficient using markup within Microsoft Word and Google Docs
- Working knowledge of AP style
- Ability to communicate effectively with stakeholders at all levels
- Knowledge of SEO best practices a plus
- Bachelor's in Communications, Journalism or Marketing a plus