



Position

Freelance/Contract Editor-Writer

Summary Description

The AAUW Publications Department seeks a freelance/contract editor and writer to work on a variety of AAUW publications, including web and print projects. Flexible scheduling is available; the position requires on-site work at least several days each week.

Essential Duties

- Edits and writes AAUW printed and online publications, including blog posts, website materials, brochures, newsletters, flyers, magazine features, program books, reports, and promotional and marketing materials. Checks facts, references, and data to ensure accuracy; provides substantive editing and rewriting as required; maintains AAUW style.
- Handles multiple publication projects simultaneously, both printed and online, under tight deadlines. Tracks components through editing and approval; reviews, proofreads, and corrects text. Reviews design and checks proofs in coordination with design staff.
- Works with designers, editors, key project staff, and the director of publications to develop and determine project concept, set production schedules, and enforce deadlines.
- Responds to permissions requests for use of AAUW materials; answers publications-related inquiries from AAUW members and others.
- Works effectively and collaboratively with the publications team and other AAUW staff.
- Performs related duties as assigned.

Minimum Qualifications

- Bachelor's degree, preferably in English, communications, journalism, or a related field.
- At least three years' experience in editing, writing, and production. Magazine experience helpful. Exceptional proofreading, fact-checking, and researching skills.
- Knowledge of AP style preferred; knowledge of Chicago style a plus. Ability to learn and apply house style guidelines.
- Ability to write clear, concise, and persuasive articles, blogs, speeches, scripts, and promotional and other materials.
- Knowledge of printing, production, and photography processes.
- Advanced knowledge of Microsoft Office applications; web editing experience helpful.
- Excellent interpersonal skills; ability to work both collaboratively and independently.
- Interest in equity for women and girls and other related social justices issues.

To Apply

Send cover letter, résumé, references, and writing samples to editor@aauw.org. Applicants will be asked to complete editing and writing tests.