



## Editor

Committee:	Public Relations
Location:	Virtual
Job Title:	Editor
Reports To:	Public Relations Committee Chair

<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Volunteer	<b>Hours_____ / week</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> N/A
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### General Description

i-Trek editors are responsible for correcting errors in spelling, punctuation and syntax, improving readability and helping to rewrite original works produced by i-Trek volunteers.

### Essential Duties

- Review and approve copy submitted in a timely fashion prior to publication due dates
- Oversee newsletter layouts and check content for accuracy and errors
- Help decide the best content for i-Trek newsletters from recently produced works

### Work Experience Requirements

- Strong editing, writing and proofreading skills
- Basic computer literacy and some knowledge of word processing software and email
- Proficiency with Google Docs
- Ability to set priorities, multitask, manage time, meet deadlines and be willing to take initiative to ensure a project succeeds as necessary. An impeccable commitment to follow through and attention to detail is a must.

### Education Requirements

- Bachelors degree in Journalism or related field appreciated but not required

### Normal Working Hours and Conditions

- All volunteers are expected to attend monthly committee conference calls and complete and assigned tasks.
- Applicants are expected to have timely responses to email.
- Commitment will not exceed 10 hours per week.
- Volunteers must comply with i-Trek’s Volunteer Code of Conduct (provided shortly after initial interview to all perspective applicants).
- Hours outside of your usual schedule will be expected (some evenings and weekends will be necessary).
- All volunteers should be willing and able to work virtually.

<b>Reviewed By:</b>		<b>Title:</b>	
<b>Approved By:</b>		<b>Title:</b>	
<b>Date Posted:</b>			
<b>Date Hired:</b>			

### **Equal Opportunity Employer**

i-Trek is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.