

Mega Things Business Directory

<http://www.megathings.com/job/part-time-editor/>

Part time editor

Description

We seeks a Part Time Editor to weed to work variable hours (must have availability weeknights and weekends) supporting our website news editing.

This is a remote, on-call position and may be worked from home. Ability to work with a variety of staff as part of a virtual team.

Responsibilities

- Edit documents for consistency in style, voice, word usage, grammar, spelling, and punctuation.
- Check the format of various documents, including text, headings, reference citations, charts/tables, graphics, and figures.
- Provide excellent customer service, communicate effectively with internal clients, and meet project deadlines.
- Adhere closely to our house style and client style guidelines.

Qualifications

- Excellent written and oral communication skills.
- Bachelor's degree in English, journalism, communications, psychology, or another writing-intensive major.
- Academic or other experience (such as writing or editing a student publication) will also be considered.
- Proficient using Adobe PDF and MS Office applications: Word (including the Track Changes and comments functions), PowerPoint, Outlook, and Excel.
- Demonstrated, strong editing skills required, including proofreading, editing, spelling, grammar, and format checking. An editing test will be administered.

Hiring organization

MegaThings.com

Employment Type

Part time

Industry

News, Media

Job Location

Remote work possible

Base Salary

\$USD 200 - \$USD 500

Date posted

September 8, 2019