



# Copy Editor Volunteer

## Start Date & Wage:

Part Time Volunteer Position (10-15 hours a week)

Start Date: June 2024

Pay: Unpaid Volunteer Position

## Location:

This position is remote

## Why does this position matter:

As we work to elevate how the world cares for orphaned children, clarity and polish are essential. Poor grammar and usage in a public facing post could be the first impression we get with a potential partner; you will help us ensure that we will shine during those first impressions, and everyone thereafter.

## What is this role all about:

As a Copy Editor, you will help ensure all content used for formal internal or external publication is polished and error free. You'll be involved in reviewing everything from our regularly donor emails to one-off content requests, reports to board members and more. As someone less familiar with the details of how we operate, your fresh perspective will also help ensure clarity in our communication on complex items like explaining details of our programs.

## In short, you will be responsible for the following:

- Providing the final review for all content before final publication.
- Collaborating with all departments on both scheduled and unexpected projects.
- Providing clear reasoning behind all of your recommendations.
- Applying our internal style guide, consistently, to all content.
- Providing an outside perspective regarding clarity in how we describe our programs and processes.
- Working closely with all content writers to ensure copy edits don't negatively affect style or voice.

## Required Skills:

- Able to stay organized while assigned several projects at once with overlapping deadlines and different requirements.
- Able to apply the same level of scrutiny to both large professional reports and simple emails.
- Familiar with, and able to reference, the Chicago Manual of Style.
- Capable of providing clear feedback while remaining teachable.
- Understanding of the following principles:
  - em dashes vs semicolons
  - correct use of a colon
  - commas with that vs which
  - commas with introductory phrases
  - how to identify an introductory phrase
  - commas with dependent vs independent clauses
  - parallel construction
  - a passing awareness of the hyphenation table

## A note from the Executive Director:

If you want to apply for this job, the following should be true of you:

- You need to take the initiative and be willing to make mistakes. We've failed lots in the past and we try to make new mistakes every day because we believe that is how we learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and you don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).
- You should know yourself (your strengths and weaknesses) pretty well. Bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter.
- You should be confident, friendly, and not intimidated by others. You should be direct, to the point, and not worried about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.



- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us, explaining why you would likely be a great fit, even though you may be missing one of the attributes we are looking for. You should know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (you read this far, so you obviously will include it).

## **About Us:**

Because no child should be abandoned to raise themselves, A Child's Hope Foundation exists to equip orphaned and vulnerable children with skills, resources, and community so they can improve the trajectory of their lives. A Child's Hope Foundation (ACHF) is a 501(c)3 public charity located in Orem, Utah, USA. Please check us out at [www.achf.org](http://www.achf.org) and look for us on Facebook and Instagram.

## **To Apply:**

Email your cover letter and resume to [info@achf.org](mailto:info@achf.org).