

**The Presbyterian Outlook Foundation, Inc.**  
**Position Description: Copy Editor**  
**½ time (20 hours per week)**

**Major Skills and Responsibilities**

1. Journalism training, preferably a journalism degree and/or experience.
2. Awareness or ability to attune to an audience of Presbyterians, especially leaders in the Presbyterian Church (U.S.A.).
3. Edits all copy for style, grammar and spelling as outlined by the Associated Press Style Guide. Knowledge of copyright laws (i.e. quoting hymn texts and poems) and libel laws necessary.
4. Must exhibit superior proofreading skills and be detail-oriented.
5. Must possess strong computer word processing skills.
6. Attends – either in person or remotely -- biweekly staff meetings and editorial meetings.
7. Contributes constructive and helpful criticism to whole editorial process, not being shy to press points of professional standards.
8. Keeps track of stipend/honoraria payments due columnists and other writers and submits reports of payments due to Business Manager on regular basis.
9. Maintains writing deadline/production calendars, and relates on any content questions, with the Uniform Lesson Bible commentators, the Horizon commentary writer, the *Outlook* book editor regarding BookMark.

**Description and Nature of the Work**

The Copy Editor (C/E) reviews articles submitted by the Editor, National Reporter, stringers, columnists and news services, and edits them for mistakes in spelling, punctuation, grammar, and accuracy. S/he also checks each manuscript for form, length, and completeness.

The C/E writes, edits and even re-writes articles to match the *Outlook's* "house style," following the modified AP style concerning spelling, punctuation, grammar, headings, captions and many other elements of style, including the "feel" of each article, each article's own literary style, the Gunning fog factor, the effectiveness of its lead, its appeal and appropriateness to our audience – which is mostly comprised of active, future or retired ministers, chaplains, commissioned lay pastors, church educators, elders, and institutional leaders in the Presbyterian Church (U.S.A.).

The C/E serves as fact checker, checking the spelling of names of people, places and organizations, ensuring that data and addresses are up to date, and that any questionable facts or details have been rechecked. Since all this work must be done quickly to meet deadlines, the A/E must be both accurate and fast.

The Copy Editor accumulates content for regular columns such as "About People" (transitions), "He Said/She Said" (quotations), etc.

The C/E reviews and sometimes writes copy for ads, working closely with the Advertising Director.

The C/E submits all articles to the Art Director for laying out, who then feeds back to the A/E all space-requiring adjustments, usually in the form of “cut # \_\_\_ of lines”, or “provide pull quote of approximately # \_\_\_ characters,” – all of which need to be addressed quickly to meet deadlines. He/she then provides draft manuscript to volunteer proofreader, reviews all suggested corrections and submits them to the Art Director for final correcting.

The C/E then does one more proofread of the manuscript and hands it off to the Editor for one last overview before the Art Director uploads the manuscript to the printing house.

The C/E submits all completed magazine articles to the Web Site Manager for posting according to scheduling guidelines as specified by the Editor and labeled according to Web divisions. Some articles, such as Bible study resources, will appear only in print. Others, such as blogs, appear only online. Most appear in both media.

The C/E monitors the work of the Web Site Manager, directing him/her to rearrange and correct postings as needed.

The C/E edits and posts non-magazine articles daily, as determined by the editor, from outside news services, and edits prior to posting letters to the editor.

The C/E also edits email blasts, correspondence and other communications from the Outlook Foundation, when requested to do so.

Other tasks as assigned.

Throughout this whole process, the Copy Editor consults frequently with both the Editor and the Art Director as needed.

### **Organizational Relationships**

1. Supervised by Editor.
2. Works in close partnership with Art Director and Advertising Director, and keeps in contact with national reporter, columnists, online content manager.
3. Supervises volunteer proofreaders.

### **Required Meetings and Hours**

- Employed/contracted 20 hours per week
- Participates in biweekly staff meetings – non-upload week Wednesdays at 10:00 am EST
- Participates in biweekly editorial meetings – upload week Fridays at 10:00 am EST