

Human Rights Defense Center: Managing/Copy Editor

The Human Rights Defense Center (www.humanrightsdefensecenter.org) is a nonprofit organization that advocates for the human rights of people held in U.S. detention facilities.

For the past 27 years HRDC has published a monthly magazine, *Prison Legal News*, that covers civil case law and news related to prisons, jails and criminal justice issues. We are launching another national monthly publication, *Criminal Legal News*, which will focus on state criminal law plus news related to policing and law enforcement, with an emphasis on criminal law court rulings, government corruption and misconduct, and the need for reform.

We are seeking a managing/copy editor for our new publication.

Candidates should be self-starters and motivated, able to work without direct supervision, and have an excellent work ethic and strong communication and interpersonal skills. This is a full-time salaried position that requires a minimum 40 hours per week, although actual work hours may exceed 40 hours per week and require time on weekends.

Note that a successful candidate may work remotely from a home office, thus no geographical restrictions apply so long as reliable Internet and telephone service is available. Otherwise, they may work from our offices in Lake Worth, Florida or Seattle, Washington.

HRDC offers 100% employer-paid health and dental insurance and a retirement plan with 5% employer matching after a six-month probationary period. We also provide paid vacation time, personal days and federal holidays off. Salary is in the \$45,000 to \$50,000 range, based on experience and qualifications. Salary will increase as the magazine expands.

A minimum five years in an editorship position or related work experience is required; a degree in English, journalism or a related field is desired but not required. Familiarity with criminal law, the court system and criminal justice-related issues are also desired. Strong computer skills and knowledge of office software packages, including Microsoft OS, MS Office and Adobe Acrobat, are required. The successful candidate will have exceptional writing and editing skills as well as the ability to meet deadlines, track assignments and communicate with writers.

The successful candidate will be responsible for producing our new publication each month, including copy editing; this does not include layout. Some content generation (article writing) will be required, as well as book editing for the books we self-publish. For an idea of what our new monthly publication will look like, including editorial style, please review this recent issue of *Prison Legal News*: www.prisonlegalnews.org/media/issues/June%202017.pdf

HRDC is an equal opportunity employer. Formerly incarcerated persons are strongly encouraged to apply except those with convictions for crimes that involved fraud or dishonesty.

No phone calls, please. Submit a resumé with writing samples and three references from previous employers to Alex Friedmann at: afriedmann@prisonlegalnews.org.

This position will remain open until filled. Candidates should also mention the three typos they find in this job description, to demonstrate their editing skills.