
COPY EDITOR AND DESIGNER

JOB DESCRIPTION

Strong Towns, a nationally-recognized non-profit organization, is seeking a full time Copy Editor and Designer to edit, create, and publish on our online platforms, supporting the work of the whole staff and helping us expand our reach with high-quality written and visual content. The position is fully remote (including post-COVID).

The mission of Strong Towns is to support a model of development that allows America's cities, towns and neighborhoods to become financially strong and resilient. We have nearly 3,000 members worldwide, including at least one in each U.S. state. Our influential media stream reached over 2 million people last year and is shaping the national conversation on growth, development and the future of cities.

We need someone to help us meet the growing demand for our unique and varied content. This could be you if:

- You're one of the most **organized** people you know. If a colleague mentions a task they need help on, you're already writing it in your to-do list before they've even finished talking.
- You're a **confident editor and writer** with a knack for **noticing those little details and mistakes** that others often miss.
- **Quick deadlines and fast turn-arounds** don't phase you. You're regularly done with tasks well before they're due.
- You don't need to be in the spotlight all the time; you actually prefer **working behind the scenes** to help everything run smoothly.
- You're comfortable with **basic graphic design work** and eager to grow your skills.
- You're a **quick learner when it comes to online platforms** and technology. You might already have experience with platforms like Squarespace, Airtable, Slack and ZenDesk.
- You're motivated to be part of a **nonpartisan nonprofit that works across political, social, and cultural differences to help people make their cities and towns more economically resilient**.
- Bonus: You have experience **working for an online publication with daily deadlines**.

Our team collaborates digitally from locations around the country. Applicants must be based in the United States, but beyond that, there are no location requirements for this position. We have content deadlines and occasional event-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding and our organization is making a difference.

DUTIES

The duties of the **Copy Editor and Designer** include, but are not limited to, the following:

- Copyedit, lay out, and select images for daily articles on the Strong Towns main site
- Upload and edit written content on Strong Towns Academy course website

- Conduct regular front-end updates to Strong Towns websites
- Edit ebooks, content compilations and other special content pieces
- Write basic announcement and summary posts for the Strong Towns website
- Design and edit how-to guides, tip sheets, and other publications for the Strong Towns Action Lab
- Create graphics for social media posting
- Work with graphic/video contractors to obtain supporting material
- Collaborate with the content team on planning for future content series, publications, and initiatives

COMPENSATION

This is a full-time position that pays between \$36,000 and \$40,000 annually, depending on qualifications. In addition, Strong Towns provides a defined contribution for health coverage and a matching contribution for retirement.

TO APPLY

If you are interested in this position, please visit www.strongtowns.org/employment to start the application process. We are looking to fill this position by March 8, 2021.