



ARTICLE EDITOR

CONTEXT

Initiatives of Change (IofC) websites and publications receive articles, reports and reflections written by people from around the world. We are seeking help from an experienced Editor, proficient in English, who can help streamline all this content into a standard writing style and edit it to an optimum length in order to make it readily understandable and appealing to our readers.

You will interact regularly with the IofC International communications team and at times with the contributors directly.

PRIMARY TASKS AND RESPONSIBILITIES

- Edit all articles coming to the IofC website on the basis of the IofC Article Writing Guide and IofC English Style Guide.
- Review and upgrade the existing IofC Article Writing Guide and English Language Style Guide to keep it comprehensive and relevant.
- Publish upgraded versions at regular frequency.
- Offer advice to the network on adequate implementation of English style guidelines.
- Review existing articles regularly and edit or delete the ones that not relevant or of good quality.

KEY QUALITIES, COMPETENCIES AND EXPERIENCE

- You must be passionate about IofC's mission, committed to its values and possess a working style that reflects these.
- Proficient in MS Word
- Fluency in English language
- Proof reading
- Having contacts in the media industry would be an added advantage.
- Knowledge of French, German, Spanish or other languages may be of occasional help.
- Experience in or an aptitude for:
 - o Writing and editing for print publications (magazines, newspapers, etc.).
 - o Writing and editing for emails, websites and social media.

APPLICATION

Are you interested? Send to volunteer@iofc.org:

- A short letter of motivation
- Your Curriculum Vitae (Word or PDF format).
- Two references (incl. names/contact details): one work-related and one personal.