

POSITION DESCRIPTION

Title: Copy Editor
Reports To: Publications Manager
Grade Level: 5

Al-Anon Membership: Not Required

Job Brief: Edits and proofs various written service materials, executive reports, literature, presentations, and periodicals based on grammar standards, editing guidelines, and experience, ensuring the integrity of the Al-Anon Family Groups voice throughout all organization publications. Evaluates, recommends improvements, and coaches Staff on the World Service Office (WSO) Style Guide.

Specific Duties & Responsibilities:

- Proofs drafts of Al-Anon periodicals, including *The Forum*, *In the Loop*, *En Contacto*, *Al-Anon and Alateen en acción*, *Al-Anon se enfrenta al alcoholismo*, and *Al-Anon Faces Alcoholism*, ensuring edits maintain the integrity of the members' original voice
- Proofs and edits website content
- Edits lengthy service material manuscripts, including the *Service Manual*, *World Service Conference* and *IAGSM Summaries*, World Service Conference presentations/materials, and any new Al-Anon Conference Approved Literature (CAL), ensuring consistency throughout
- Captures and recommends to the Staff Management Team updates to the WSO Style Sheet; coaches and provides training to Staff on its use
- Oversees style and proofing, including evolving style and grammar standards
- Contributes to large web conference meeting technical facilitation as part of the WSO Tech Team
- Responds to written and verbal Spanish-language inquiries from the public and Al-Anon members
- Responds to calls from the English (and Spanish, where possible) toll-free meeting information telephone lines
- Provides coaching to Staff members on utilizing MS Word to review, edit, and proof materials
- Provides relief for the switchboard and conducts facility tours as needed
- Other duties as required

Requirements:

- Proven editing (sentence structure, voice, etc.) and proofing (grammar and spelling) skills
- Ability to coach others in use of Microsoft Word review and editing tools
- Ability to write and communicate effectively in a business environment
- Ability to balance responsibilities in a matrixed organization
- Experience using OneDrive document collaboration features

- Advanced skills in Microsoft Word, and comfort working with Microsoft 365 products (Excel, PowerPoint, and Outlook)
- Familiarity with web conferencing technology and facilitating large virtual meetings
- Spanish language skills are a plus

Education & Experience:

- Bachelor's degree, preferably with a major in Journalism or Language Arts
- Two years' experience editing various forms of written materials, including periodicals, reports, and correspondence; or equivalent combination of education and experience

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and far vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Work Location:

This job is located at the Al-Anon Family Group Headquarters, Inc. World Service Office in Virginia Beach, VA. Remote employment will not be considered for this position.

Travel:

None required.

Point of Contact to Apply:

Email resume with cover letter to HumanRes@al-anon.org.