



A Union of Professionals

February 8, 2022

Notice of Open Position

Job Title:	Copyediting Fellow	Uni	Fellow
Job Number:	INT-55-09-0222F	Supervisor:	Chief Publications Editor
Department:	Communications	Annual Salary:	\$20/Hour

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities of workers.

Special Note: The copyediting fellow will work with editors and designers on a variety of the union's materials, from blog posts to journals.

Position Summary: Edit and copyedit documents to conform with AFT and AP or Chicago style (as directed) and ensure proper and consistent grammar, spelling, and punctuation. Types of documents include journal articles, e-newsletters, blogs, news releases, op-eds, reports, brochures, conference programs, ads, AFT resolutions, policy briefs, professional development materials, member benefits materials—and more!

Position Responsibilities:

- Copyedit articles for the AFT's journals and check corrections and review layouts (including text styles, line breaks, URLs, etc.) on pre-publication proofs.
- Make revisions as necessary and in a timely manner.
- Proofread materials for the AFT convention.
- Assist with copyediting documents for various departments as needed.
- Adhere to AFT style guidelines and to AP or Chicago (depending on the materials).
- Work closely with editors, designers, and other staff across the communications department as needed.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to work on numerous stages of publishing, including copyediting and proofreading.
- Ability to multitask and meet extremely tight deadlines.
- Outstanding attention to detail and organizational skills are essential.
- Basic knowledge of print and online publication processes.
- Familiarity with AP Stylebook and Chicago Manual of Style.
- Interest in education, healthcare, and labor issues.
- Familiarity with AFT issues and/or its affiliates is a plus.
- Bachelor's degree in a related field preferred; graduate studies in journalism, the humanities, or public policy is a plus.

Work Environment: Work is generally performed in an office environment.

How to Apply: Applicants should submit a cover letter and resume via the following link:
https://www.appone.com/MainInfoReq.asp?R_ID=4345579.

AFT is an Equal Opportunity Employer

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.