



A Union of Professionals

Notice of Open Position

February 20, 2020

Job Title:	Copyediting Intern	Unit:	Intern
Posting Number:	55-14-INT-20	Supervisor:	Chief Publications Editor
Department:	Communications	Salary:	\$15-17/hour

Special Note: The copyediting intern 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 for conformance to AFT and AP or Chicago style (as directed) and to 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
 - Check corrections and review layouts (including text styles, line breaks, URLs, etc.) on pre-publication proofs
 - Make revisions as necessary and copyedit work in a timely manner
 - Proofread resolutions 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

How to Apply: Applicants should submit a cover letter and resume to the intern coordinator at the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2924031.

Internship Duration: 35 hours per week, May – September, specific dates negotiable.

AFT is an equal opportunity employer.