



Copy Editor
Teamsters Headquarters, Washington DC

Founded in 1903, the International Brotherhood of Teamsters is North America's strongest union, representing more than 1.3 million hardworking people in the U.S., Canada, and Puerto Rico.

The Strategic Initiatives Department is integral to the Teamsters' mission, overseeing communications, research, economics, capital strategies, and the Teamsters History Project. The department equips Teamsters affiliates with essential resources to excel in organizing, public relations, contract campaigns, audience expansion, and enhancing public perception.

Position Summary:

The Copy Editor oversees the accuracy, clarity, and quality of our written content. This position will review and revise various materials, including news stories, magazine articles, reports, and campaign assets to meet the highest standards of grammar, style, and coherence. The attention to detail and strong command of language will contribute to maintaining the Teamsters' reputation for polished and error-free content. The Copy Editor reports directly to the Director, Strategic Initiatives Department, or designee. Based in Washington, DC, this position operates full-time and in-person from the union's headquarters.

Duties and Responsibilities:

- Review and edit written content to ensure accuracy, clarity, proper grammar, and adherence to style guidelines.
- Collaborate with Project Managers, Media Coordinators, Social Media professionals, and other team members to improve the overall quality of content.
- Ensure consistency in tone, style, and messaging across different documents and platforms
- Conduct fact-checking and verify the accuracy of information presented in the content.
- Stay updated on industry trends to continuously improve the effectiveness of the union's content.

This role demands a dynamic individual with strong writing and verbal communication skills, strategic acumen, strong attention to detail, and excellent proofreading skills. The Copy Editor

will contribute significantly to enhancing the visibility, credibility, and impact of the Teamsters' messaging and strategic communications.

Education and Experience:

- Bachelor's degree in English, Journalism, Communications, or related field.
- Proven experience as an editor or in a similar role, with a strong portfolio showcasing editing skills.
- 3 professional and/or personal references who can speak to your editorial strengths.
- Excellent command of the English language, including grammar, punctuation, and spelling.
- Strong attention to detail and the ability to spot errors and inconsistencies.
- Familiarity with style guides such as AP Stylebook
- Proficiency in using editing software and tools.
- Ability to work under tight deadlines and manage multiple projects simultaneously.

Starting salary range is \$75,000 - \$100,000, dependent on experience, with a strong benefits package including FICA reimbursement, 100% employer-paid health and welfare plan, union pension, 401(k), FSA, and vacation and sick leave.

The Teamsters is an Equal Opportunity Employer, and strongly encourages women, people of color, LGBTQ individuals, and candidates with diverse backgrounds and life experiences to apply.

To apply, please submit a cover letter and resume to Snjezana Arthur at sarthur@teamster.org, Subject: "Copy Editor". No phone calls, please.