

Copy Editor (Remote, Part-Time)

Jennasis & Associates is hiring an experienced, detail-oriented Copy Editor for a part-time, remote independent contractor (1099) position. The successful candidate will proofread and modify content assets prior to delivery to the client to ensure collateral is free of errors and in alignment with the original assignment and necessary style. He or she will report directly to the Director of Operations.

We are looking for a meticulous individual with a thorough grasp of AP Style and proven work experience as a print publication editor, web editor or similar role. They should be highly organized and self-motivated to fit within our close-knit, virtual culture. The job requires 10-15 hours availability each week within standard business hours, a computer with a strong internet connection, and savvy with digital collaborative tools.

Responsibilities & Duties

- Proofread final content drafts for grammar, punctuation and spelling errors
- Verify writer's sources and accurate citation
- Offer suggestions, edits and rewrites as needed to hone the text to meet assignment expectations
- Ensure alignment with client's brand voice and style requirements, typically AP Style
- Meet deadlines in an organized and timely manner

Qualifications & Skills

- Bachelor's degree in English, journalism or other relevant field
- Minimum 3 years' experience in copy editing (marketing industry preferred)
- Excellent command of AP Style (knowledge of other guidelines, such as Forbes, a plus)
- Familiarity with digital collaboration and project management tools (ex: Slack, Google Suite, Asana or similar)
- Ability to self-motivate and work independently
- Experience with remote work a plus



About Jennasis & Associates

THE COMPANY

Jennasis & Associates is a full-service marketing agency that provides scalable digital marketing and business solutions for small-to-medium-sized businesses to help brands create more meaningful relationships with their clients and consumers.

What makes Jennasis unique is its design as a virtual agency. For more than 10 years, we've hired remote associates across geographies, skill sets, and availability to work for a "lifestyle" business. This enables Jennasis to not only maximize a diverse team of high-quality talent, but operate a flexible and scalable model that constantly evolves and adapts to meet client demands from small to large in an ever-changing digital market. We can provide innovative, custom solutions whether a business needs the firm to supplement their marketing department—or BE their marketing department.

THE CULTURE

Jennasis & Associates' team of more than 30 professionals operates remotely across the United States when and where is most suitable for each team member. Our virtual model simultaneously supports a healthy "family-first" lifestyle while encouraging professional creativity and innovation to meet the evolving, on-demand needs of clients.

We "PIC" best-fit associates who embody our culture's core values:

- **PASSIONATE:** Enthusiastically committed to the team, clients, and the mission of Jennasis all while letting your hair down and having fun.
- **INNOVATIVE:** Using talented expertise and grit to find creative solutions to solve problems efficiently and effectively.
- **COLLABORATIVE:** Through integrity and accountability, "Together Everyone Achieves More."

TO APPLY:

Please visit <https://www.jennasisassociates.com/joinus> and submit your resume today!