



Managing Editor

Duration: March 5, 2024 - August 15, 2024, with the possibility of extension

Work Hours: 20 hours/week

Compensation: \$15/hour

Location: Based in Alexandria, VA (Open to remote candidates)

Application Period: January 31, 2024 - February 12, 2024

Position Description

The Center for Public Justice (CPJ) seeks a Managing Editor responsible for working with the Program Director for Shared Justice to lead the production of articles for CPJ's online publication. This position reports to the Program Director for Shared Justice, and works with CPJ's Shared Justice interns and writers as needed.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and public policy research organization whose mission is to serve God, advance justice and transform public life. Through its initiatives CPJ equips citizens, develops leaders and shapes public policy.

Shared Justice

Shared Justice is CPJ's program for Christian college students and young adults. The Shared Justice community is made up of college students, academics, young professionals, CPJ interns, former interns, fellows and former fellows, and anyone who subscribes to our newsletter (mostly young people and people who care about young people). CPJ's online publication is written primarily by and for young adults.

A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate should be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ. After submission of the required application materials, qualified candidates will be asked



to review the Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm willingness to uphold these standards if selected for the position.

Key Responsibilities

- Work with the Program Director for Shared Justice to set the publication schedule for Shared Justice in 2024;
- Track article drafting process; set reasonable deadlines, and follow up with writers;
- Serve as the primary editor for Shared Justice articles and work with Shared Justice Intern to edit and prepare articles for publication on Wordpress.com;
- Log Shared Justice writer information and interactions in our CRM;
- Maintain relationships with Shared Justice writers, send all content to the Program Director for final sign off before publication;
- Work with the Shared Justice intern and Communications team to execute a social media plan for sharing content online;
- Manage all writer paperwork and the payment process for paid article series.

Expectations

- Ability to work independently
- Will work five or more hours within CPJ's hours and up to 15 hours asynchronously

Preferred

- Participate in, and occasionally lead, weekly prayer with CPJ staff
- Have experience as an editor and in working with multiple editorial style guides

To apply, please submit your cover letter, writing sample, resume, and three references to Mr. Oliver Mead at hr@cpjustice.org.