



## CENTER FOR PUBLIC JUSTICE

### **Managing Editor**

The Center for Public Justice (CPJ) seeks a Managing Editor. This person would be responsible for working with the Director for Student and Early Career Engagement to lead the production of articles for CPJ's online publication and production of CPJ's [Hatfield Prize](#). This position reports to the Director for Student and Early Career Engagement and works with CPJ's interns, writers, and communications team as needed.

**Duration:** October 1, 2025 - August 31, 2026, with the possibility of extension

**Work Hours:** 20 hours/week

**Compensation:** \$20/hour

**Location:** Alexandria, VA

### **Organization and Program Descriptions**

#### **The Center for Public Justice**

CPJ is a nonpartisan, Christian civic education and policy organization based in Alexandria, VA. Working outside the familiar categories of right and left, conservative and liberal, we seek to help citizens and public officeholders respond to God's call to do justice. CPJ's mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life.

#### **Shared Justice**

Shared Justice is CPJ's online publication for college students and young adults. Shared Justice writers are college students, academics, young professionals, CPJ staff, interns, fellows, and former interns and fellows.

#### **The Hatfield Prize**

The Hatfield Prize is awarded annually to three Christian student-faculty pairs. Each pair conducts research on a social policy that impacts the well-being of children, families, and



communities. This semester-long research project culminates in a policy report published by the Center for Public Justice.

CPJ's mission requires staff who have a commitment to Christ in all that we do. 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**

- Serve as the primary content and copy editor for Shared Justice articles and for the Hatfield Prize;
- Work with the Director for Student and Early Career Engagement to set the publication schedule for CPJ's publications;
- Track article drafting process and manage production schedule;
- Recruit and maintain relationships with Shared Justice writers and send all content to the Director for Student and Early Career Engagement for final sign off before publication;
- Log Shared Justice and Hatfield Prize information and interactions in Virtuous, CPJ's Constituent Relationship Manager;
- Collaborate with the Communications team to make sure they are informed when articles are published and ready for promotion on social media; provide feedback on promotional content as desired;
- Assist with the planning and implementation of the Hatfield Prize orientation during the first week of January 2026;
- Manage all writer paperwork and the payment process for paid article series.

### **Expectations**

- Possess a passion for justice and see that government bears responsibility to contribute to the flourishing of communities.
- Understand CPJ's public justice framework and assist student writing that applies the perspective to specific political issues and topics;
- Complete tasks independently.



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### **Preferred Qualifications**

- Have experience as an editor and in working with multiple editorial style guides;
- Possess a team player mentality with a drive to advance the program and organization's success;
- Conduct current operational procedures with a visionary eye to strategic growth for both the Shared Justice publication and the Hatfield Prize;

### **Education**

- This position requires an undergraduate degree, with a background in philosophy, theology, political science, communications, English, or history a plus.

To apply, please submit a cover letter, two writing samples, resume, a portfolio of work you have edited, along with three references, including one who can speak to your spiritual maturity to Ally Harnsberger at [hr@cpjustice.org](mailto:hr@cpjustice.org). The writing sample should include at least one non-academic piece. We will acknowledge receipt of your materials; please no email or phone call follow ups.