



**Editor
Full-Time
Based in Alexandria, VA**

Position Description

The Center for Public Justice (CPJ) seeks an Editor. The Editor serves as the editorial lead for CPJ, ensuring consistency, quality, and alignment across all written communications and educational materials. This position reports to the Director of Communications and collaborates closely with program leads, fellows, interns, and external contributors.

The Center for Public Justice

The Center for Public Justice (CPJ) is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission; therefore, any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

Editorial Leadership

- Serve as the editor and copy editor for CPJ's written content, including articles, reports, educational resources, and digital publications.
- Ensure clarity, consistency, tone, theological integrity, and adherence to editorial style guidelines across all content.
- Work with the Director of Communications to set and manage publication schedules.

Writing and Content Development

- Write original content for CPJ platforms as needed, including newsletters, articles, educational resources, and other communications materials.
- Collaborate with program leads to translate complex ideas, research, and initiatives into accessible and engaging written content.

Content Coordination and Production

- Track article and content development, from pitch to publication, and manage production timelines.
- Recruit and maintain relationships with external writers.
- Coordinate with interns and contributors to support content development and editing.
- Send finalized content to the Director of Communications for final review and sign-off before publication.

Administrative Support

- Maintain organized editorial records and documentation to support efficient workflows.
- Log relevant interactions and information in Virtuous, CPJ's Constituent Relationship Manager.
- Coordinate with the operations assistant to manage writer contracts and payment processes for paid content.

Expectations

- Possess a passion for justice and see that government bears responsibility to contribute to the flourishing of communities.
- Strong writing skills with an ability to adapt tone for diverse audiences.
- Work independently and function well with little supervision, but with high regard for the direction of organizational leadership.

Preferred Qualifications

- Have experience as an editor and in working with multiple editorial style guides.
- Conduct current operational procedures with a visionary eye to strategic growth for both internal online articles and external expansion of articles for CPJ.

Education

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

Salary and Benefits

The salary range for this position is \$52,000 - \$57,000, depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid medical, dental, vision, short- and long-term disability insurance and EAP; 16 paid holidays; paid family medical leave; two weeks of paid discretionary leave (three weeks after the first year of employment); and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is

hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available. CPJ has daily core hours from 10am–3pm Eastern; the Editor is eligible to request a formal flexible work agreement for the remaining daily hours.

To apply, please submit a cover letter, two writing samples, a 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. 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.