



# PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | [pearlaction.org](http://pearlaction.org) | [contact@pearlaction.org](mailto:contact@pearlaction.org)

## **Vacancy: Editor (Remote)** **Deadline: November 29, 2023**

**Time Commitment:** 5 hours/week (on average)

**Duration:** 4-5 months (preferably ASAP but starting no later than January 2024)

**Compensation:** This is an unpaid volunteer position due to limited financial resources

**Location:** Remote

PEARL is seeking an Editor to line-edit and proofread PEARL materials, including but not limited to social media posts, reports, op-eds, infographics, briefing documents, letters, news alerts, and website content.

### **Responsibilities:**

- Correct grammar, spelling, and punctuation errors
- Improve readability, namely word choice, conciseness, consistency, and flow within and in between sentences

### **Skills Required:**

- Must be a post-secondary student or have completed post-secondary education in a related field (preferably communications, journalism, or English)
- Strong written, grammatical, and editing skills in English
- Sharp attention to detail
- Ability to work well in teams, particularly teams that span multiple time zones
- Strong time management skills and ability to meet deadlines
- Strong organizational skills and ability to work independently with minimal supervision
- Ability to work flexible hours, including evenings and weekends

### **Skills Preferred (Not Required)**

- Experience editing as a professional or informal editor (for example, for friends, family, classmates, and/or colleagues)
- Experience using Google Workspace, namely Gmail and Google Docs

### **How to Apply**

By 11:59 pm EST on Wednesday, November 29, 2023, please email [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: **[Last Name, First Name] - Editor** and the following PDF attachments:

- Cover letter (1 page max)
- Resume (2 pages max)



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**PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodations can be provided throughout the selection process as long as candidates make their needs known in advance by emailing [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: Accommodations request - Editor**