**Journeys Copyeditor Internships**

**Literacy Minnesota** is seeking 2-3 Copyeditor Interns to contribute to all aspects of the production of the 2023 edition of *Journeys: An Anthology of Adult Student Writing*. The interns will be responsible for extensive copyediting, organizing submissions, communicating with copyeditors and staff and proofreading.

**Project Background:** *Journeys* is an anthology of writing featuring the work of Adult Basic Education learners across Minnesota. *Journeys* exists to empower adult learners to share their voices and unique perspectives with the wider Minnesota community. Published annually since 1989, *Journeys* receives hundreds of submissions annually.

**Copyeditor Intern Responsibilities:**

- Extensive copyediting and proofreading of *Journeys* entries.
- Work collaboratively as a team member; communicate effectively about deadlines, tasks and other choices.
- Follow production schedule to ensure timely completion of tasks, including copyediting, placement of Featured Authors, placement of artwork, and proofreading.

**Special Responsibilities/Projects:** In addition to the duties above, and depending on their skills and interests, Copyeditor interns may also take on one or more special responsibilities/projects:

- **Team Lead:** take a leadership role during the copyediting process, answering questions and discussing issues.
- **Featured Authors:** coordinate the featured author project, including communicating with teachers to meet deadlines.
- **Adobe InDesign:** together with staff, work extensively in Adobe InDesign to lay out and edit document. At least one copyeditor intern must have InDesign skills.
- **Social Media:** create content for social media posts and other marketing projects.
- **Feature Article Writer:** write a feature article on one of Literacy Minnesota’s programs based on interviews and interactions with program participants, staff and volunteers.

**Time Commitment:**

- Average of 10-12 hours/week for the month of January 2023; average of 4-6 hours/week for the months of February and March 2023; minimal hours from April to May 2023.
- The commitment will vary by week, with some weeks carrying a heavier workload than others.
- The weekly schedule is flexible and the work can be accomplished remotely.
- The team meets once per week at a time mutually agreed upon by the team. Team meetings will be via Zoom or in-person as decided by the team.

**Qualifications:**

- Previous experience copyediting preferred.
- Demonstrated ability to meet deadlines and work collaboratively to complete a project.
- Demonstrating the soft skills of initiative, flexibility, creativity, collaboration and attention to detail.
- Experience with MS Office including Word and Excel.
- Desire to increase intercultural competence; experience working with people from different cultures.
- Comfort with email and online communication platforms.
- Preference will be given to those who are enrolled students at a post-secondary institution.
Benefits:

- Pay rate of $13.50/hour.
- Gain publishing and editing experience in a nonprofit environment.
- Build knowledge of Adult Basic Education and literacy programs in Minnesota.
- Free access to Literacy Minnesota tutor trainings.

To apply:

- Please email cover letter and resume, with Journeys Intern in the subject line, to: hr@literacymn.org.
- In cover letter, please specify if you are interested in any of the special responsibilities/projects described above. Please also indicate if you have experience with Adobe InDesign.
- Positions are open until filled, with priority given to applications received by Friday, December 2, 2022.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LBGTQ+ individuals and people with disabilities.