



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.**