

Publications Editor

About Us

ProLiteracy is the world's leader in adult education practice, innovating and building the capacity of literacy programs everywhere—from small community-based organizations to large adult education programs and institutions. By providing comprehensive training and professional learning, accessible research, grant funding, and leading-edge digital and print learning resources through New Readers Press, we advocate for and unleash the power of literacy to transform lives.

Position Summary

The Publications Editor is responsible for developing and editing the New Readers Press (NRP) publication News for You (NFY) in print and online. NFY is a weekly print and online news publication that offers high-interest news and human-interest stories for adults who read at the 3rd- to 6th-grade levels, along with a Teacher's Guide that includes a lesson plan and exercises for the week's stories. The publications editor also assists in editing a variety of other ProLiteracy communications.

Scope of Work

- Manages the publishing process for NFY (print and online) and for NRP/ProLiteracy products to ensure content accuracy, quality, appropriateness, and ability to address the needs of the market. Solicits subject-area expertise as needed.
- Decides on topics from news services for seven weekly stories with a mix of reading levels and subjects. Leads a weekly planning meeting to select the front-page topics and identifies topics for the five inside stories. Writes two of the inside stories per week and assigns the rest to freelance writers.
- Writes and edits NFY and Teacher's Guide content to match interests and needs of adult basic education and ESL learners and instructors, striving for simple, clear, interesting, even-handed, and accurate writing.
- Supervises freelance writers, proofreaders, and page designer and guides them in developing content for NFY.

- Coordinates, schedules, and oversees the development of NFY (print and online) through the editorial and production process. This includes story selection, writing, editing, design, proofreading, and audio creation and review. Works in content management system for online production of articles, interactive exercises, puzzles, and teacher resources.
- Manages the NFY budget and tracks circulation for yearly analysis and reporting.
- Researches competitor products and market trends and shares findings to inform the marketing and sales strategy for NFY.
- Assists in editing a variety of ProLiteracy marketing and communications materials including blogs, press releases, donor organizational materials, and website and email content, as needed.
- Performs other duties as assigned.

Education and Experience

- Bachelor's degree or higher in journalism, English, education, or related field.
- 5+ years of writing and editorial experience, with strong skill in adapting source material to write and edit in a clear, simple, well-organized, and engaging way for low-level adult readers.
- Knowledge of Associated Press style.
- Ability to select news and feature topics that appeal to NFY readers, and check facts to ensure accuracy and fairness.
- Ability to solicit, evaluate, and incorporate feedback from outside reviewers and consultants.
- Experience delivering content both in print and online.
- Ability to work collaboratively with stakeholders and as a team member across divisions.
- Ability to manage multiple deadlines and to complete projects on time.
- Organized, with a strong attention to detail.

Job Location, Compensation, and Benefits

ProLiteracy's headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel up to twice a year.

The salary is competitive and commensurate with experience with a generous benefits

package. The exact salary that will be offered will be determined based on a consideration of the successful candidate's skills, experience, and geography and aligned with ProLiteracy's compensation policies.

We are looking for a motivated candidate with supervisory editorial experience. We are seeking a diverse pool of candidates from across the country. Please send cover letter and résumé to hr@proliteracy.org.

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred. ProLiteracy is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.