

# Job Description: Copy Editor

The Copy Editor is responsible for reviewing, editing, and proofreading all written content for the magazine, ensuring the highest standards of grammar, style, clarity, and accuracy. This role works closely with writers, editors, and proofreaders to maintain the publication's voice and uphold editorial guidelines.

~ 15 hours/month

## Key Responsibilities

- Receive and review articles, features, stories and other submissions from the various editors – news, features, sports, community organizations, arts and entertainment.
- Ensure format and length meet Voice guidelines, font, style, byline and spacing
- Send articles to proofreading staff who fact-check information, names, dates, and statistics to ensure accuracy and credibility.
- Maintain and update the magazine's style guide as needed.
- Meet tight publication deadlines
- Provide feedback and guidance to writers on editorial standards and best practices.
- Create a file of all received articles entitled Month Copy Edited
- Create a file entitled Articles Back from Proofreaders
- Create a log of all incoming articles, authors, word count, date submitted, date sent to proofreaders, date returned from proofreaders, and date sent to Editor
- Send log to all editors for review, ensuring all articles are accounted for
- Send all proofed and edited articles to Editor and web master for layout

## Qualifications

- Excellent command of American English grammar, spelling, and usage.
- Strong attention to detail and organizational skills.
- Proficiency with editing tools
- Ability to work independently and as part of a collaborative editorial team.
- Knowledge of AP Style or Chicago Manual of Style preferred.

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