

Proofreader Job Description

A Voice proofreader should:

1. Have a good command of the English language.
2. Have an eye for detail.
3. Be conversant with Microsoft Word.
4. Have complete knowledge of the Voice "Style Guide" and "Proofreading Guide".
5. Be available in the second week of the month for proofing (not necessary every month).
6. Provide rapid turnaround of submitted articles.
7. Consider submitting occasional articles to the Voice, but this is not required.