

WFWP International Seeks Part-Time Editor

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Editor for Women's Federation for World Peace, International

Women's Federation for World Peace International (WFWPI) is currently accepting applications for the part-time position of Editor. This position will support both WFWP International and the WFWPI United Nations Office.

The Editor will manage the UN newsletter and develop and maintain two websites, working closely with Deputy Director Alexa Ward on the WFWP International website and with Director Carolyn Handschin on the WFWPI UN website. For the purposes of training and teamwork, the Editor should be able to work out of an office in Bridgeport, CT one to two days a week. After the initial training period, the majority of the work can be conducted remotely. This position is for 25 hours a week, with the possibility of additional hours in the future.

JOB DESCRIPTION

The WFWPI UN Office currently publishes a newsletter twice a year and maintains a WFWPI UN website (wfwp.org). WFWPI has made a commitment to develop an additional website in English that represents and serves WFWP chapters in more than 100 countries. The Editor will participate in the development and maintenance of these two websites, as well as the UN newsletter.

For further information please contact Christina Lange, Administrator of the WFWP UN Office in New York, at c.lange@wfwp.org.

SKILLS & EDUCATION

Required Skills and Education

- Bachelor's degree
- Excellent writing
- Excellent editing skills
- Layout and design skills
- Mind to manage and plan, self-driven, forward looking and creative
- Well-organized and detail-oriented
- Experience in Word and/or Google Applications
- Experience in desktop publishing programs: Adobe InDesign or Microsoft Publisher
- Basic photo editing skills

On-the-Job Skill Training

- Learn online website content management tools
- Utilize WFWP Google Apps account to manage documents and collaboration
- Basic HTML, CSS

Desired Interests

- Photoshop
- Graphic Design
- Google Analytics
- Search Engine Optimization

TASKS

As a key member of a team consisting of the administrator of the WFWPI UN Office in New York, a website consultant, WFWPI leadership, and regional contributors, the Editor will manage and edit content for two websites and regular newsletters.

Manage Editorial Calendar

- Assist management team in creating the Editorial Calendar
- Manage and implement the Editorial Calendar
- Identify contributors in each continent
- Train contributors
- Assign writers, manage deadlines for completion
- Edit articles for website and newsletters

Manage the websites with emxScribe WFWP Admin Console

Create content

- Edit and add stories/articles received from contributors
- Check spelling, punctuation, grammar, formatting, headlines
- Assign key words to each story/article

Organize content in the Library

- The online library of emxScribe is a tree with many folders, like a filing cabinet
- Organize stories/articles in a logical fashion

Learn to publish or post articles online

Learn to administer Widget Manager

Learn to manage website structure

Develop Guidelines

- Content guidelines for articles
- Ensure key information is submitted: Names, titles, location of event, date
- Guidelines for taking and submitting photos

Newsletter Publishing

- Layout and design of newsletter twice a year (printed and PDF version)
- Develop online newsletter for “Mail Chimp”

Please contact Christina Lange, Administrator of the WFWP UN Office in New York, at c.lange@wfwp.org for further information and to apply.