



March 26, 2019

### Join the *Bookwoman's* editorial team!

We have open positions for both of our publications: *The Bookwoman Blog* and *The Bookwoman Newsletter*.

The positions are **volunteer**, **remote**, and **open to members in good standing**. (Applicants must be prepared to commit to the position for at least 1 year.)

We are looking for talented editors, writers, and graphic designers who are passionate about the mission of the WNBA.

Gain digital publishing experience, boost your résumé, build your portfolio, learn new skills, and contribute to a wonderful organization.

A passion for books (and things book-related) is essential!

## Editors

This is a remote volunteer position for the *Bookwoman Blog*.

Responsibilities include:

- Writing, editing (copyediting and content editing), proofreading, fact-checking, and promoting content.
- Interviewing industry experts and members.
- Ensuring accuracy, clarity, and consistency across all content.
- Generating, researching, and pitching ideas for posts.
- Maintaining a consistent voice and tone for the brand.

Requirements:

- Exceptional writing, editing, research, and communication skills.
- Experience using the *Chicago Manual of Style*, 17<sup>th</sup> ed. and editing per house style guide.
- Familiarity with general practices of posting on Twitter and Facebook.
- Ability to meet deadlines consistently.
- Ability to receive feedback and adjust accordingly.

- Proactive team member.
- Good listener who is creative, curious, diplomatic, flexible, and willing to learn.

Bonus:

- CMS experience, especially WordPress.
- Familiarity with digital editing practices (e.g., SEO, linking, writing alt text, keyword strategy, basic understanding of HTML, etc.)
- MS Office, especially with Tracked Changes in Word.
- Google Drive.

## Editorial Assistant

This is a remote volunteer position that will assist both the *Bookwoman Blog* and the *Bookwoman Newsletter*.

Responsibilities include:

- Copyediting the monthly editions and occasional special editions of the newsletter.
- Providing administrative support to editorial team.
- Initiating and responding to correspondence with chapter correspondents, guest bloggers, and members.
- Copyediting/proofreading other projects as requested.

Requirements:

- Strong copyediting skills.
- Experience using *Chicago Manual of Style*, 17<sup>th</sup> edition and editing per house style guide.
- Ability to meet deadlines consistently.
- Superior organizational skills and meticulous attention to detail.
- Good follow-up skills.

Bonus Requirements:

- Familiarity with digital editing practices a plus (e.g., optimizing for high open rates and click-through rates (CTR), linking, writing alt text, etc.).
- Experience with email marketing a plus (especially using Constant Contact or similar).

## Writers

This is a remote volunteer position that will assist the *Bookwoman Blog*.

Responsibilities include:

- Writing 1-2 blog posts per month.
- Writing posts on topics that you pitch.
- Writing posts on assigned topics.



## Requirements

- Exceptional writing and research skills.
- Ability to consistently meet deadlines.
- Ability to receive feedback and adjust accordingly.

## Bonus:

- Experience writing digital content, preferably for a blog.

## Graphic Designers

This is a remote volunteer position that will mainly assist the *Bookwoman Blog*.

## Responsibilities include:

- Collaborating with editorial teammates to support the blog and occasionally other content marketing initiatives (social media assets and newsletter).
- Creating and curating graphics, illustrations, and photographs for content marketing.

## Requirements:

- Expertise in Adobe Creative Suite or similar technologies.
- Experience working with CMS (WordPress preferred).
- Creativity, flexibility, and self-motivation.
- Ability to meet deadlines consistently.

## Bonus:

- Constant Contact, HTML, and CSS knowledge.
- Illustration skills.

## Apply Now!

Email Julie Frey at: [newsletter@wnba-books.org](mailto:newsletter@wnba-books.org)

## Please include:

- The position you are applying for in the subject line (you may apply for more than one position).
- Your name and contact information.
- Your WNBA chapter.
- Your résumé.
- If you have writing samples or clips, a website, a blog, or a portfolio, please include them.
- A paragraph or two about your experience, your favorite thing about the WNBA, and why you are interested in volunteering with us (include in body of email).

Applications will be accepted until the positions are filled, so don't hesitate.

# Apply now!

Background: Books highlighted from the WNBA's [Celebrating Women's Voices](#) centennial program

[Women's National Book Association](#) | [newsletter@wnba-books.org](mailto:newsletter@wnba-books.org) | <https://wnba-books.org/>

