

Join the CENTRO team!

Copywriter & Copyeditor

Centro is seeking a part-time copywriter and a part-time copy editor to aid in the production of research reports, web copy, social media assets, press releases, blog posts, brochures, and other materials.

Copywriter duties:

- Writing clear and error-free content that reflects Centro's voice and commitment to accessibility and inclusivity.
- Engaging readers with informative, entertaining, and educational copy.
- Working collaboratively with Centro researchers and staff on research reports, blog posts, brochures, and other materials.
- Working with Centro graphic designers on the production of both print and digital content.
- Collaborating with communication and outreach teams to brainstorm and develop a variety of marketing materials and social media assets.

Copyeditor duties:

- Understanding and consistently reflecting Centro's voice and commitment to accessibility and inclusivity.
- Proofreading, fact-checking and editing content to make sure grammar, syntax and punctuation are used correctly and style guides are followed.
- restructuring copy to create better flow and clarity for audiences and ensure that tone and voice in writing match company branding.
- Working with writers to help them achieve clarity in their texts
- Verifying elements such as dates and statistics to ensure accuracy

Compensation: based on experience, starting at \$25/hour, for 10-20 hours a week.

Qualifications/Requirements:

- Strong Interest in Puerto Rican Studies and passion for social justice.
- 2+ years of experience preferred
- Excellent written and verbal communication skills in the English language
- Thorough knowledge of media production and communication

- Ability to remain detailed-oriented and focused when processing large amounts of text
- Willingness to collaborate with a creative team of writers, graphic designers, and others
- Strong computer processing skills, especially G Suite and Microsoft Office
- Basic knowledge of legal issues involved in publishing, such as libel and plagiarism
- Mastery of spelling, grammar and punctuation errors and ability to make constructive suggestions
- Proficiency with applying the principles of style guides, such as the Chicago Manual of Style, to different types of writing

Application Materials:

- **Cover letter** outlining qualifications, interests, and experience.
- **CV or Resumé**
- **Sample Material** (PDFs or URL links)

To apply: Visit <https://tinyurl.com/CENTROCopy>

For questions write to: centro@hunter.cuny.edu or call (212) 772-5706.