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NCLC.ORG

Legal Editor

The National Consumer Law Center (NCLC) seeks an attorney to work as a Legal Editor to join our talented editorial team. The Legal Editor will assist in all aspects of the production of our multi-volume series of legal treatises. Editors also work with authors, researchers, and compositors in updating and maintaining treatises in the NCLC Digital Library (www.nclc.org/library).

Founded in 1969, NCLC is a nonprofit advocacy organization that seeks to build economic security and family wealth for low-income and other economically disadvantaged Americans. NCLC is the leading source of legal and public policy expertise on consumer issues for lawyers, federal and state policymakers, consumer advocates, journalists, and front-line service providers.

NCLC is also an active online and print publisher with a dynamic digital platform that integrates content, a bookstore, a subscription service, and other e-commerce features. NCLC releases approximately 21 updated and new titles a year for thousands of lawyers and consumers.

Currently the majority of NCLC's staff are working remotely due to the COVID-19 pandemic. This arrangement will continue for the foreseeable future. Ideally this candidate will be based in our Boston Office, but candidates who can work in our DC office or remotely will be considered.

Primary Responsibilities:

- Copy editing and proofreading in preparation of print and digital editions.
- Engaging in legal research as necessary.
- Overseeing and preparing all appendices, including compiling, preparing, and tracking documents at all stages of production.
- Ensuring use of in-house editorial style and *Bluebook* citation form.

Qualifications:

- JD from an accredited law school.

- Detail-oriented, organized individual, capable of handling multiple tasks and a variety of projects on a deadline.
- One year of professional experience in copy editing is required.
- Technical or legal editing experience, such as law review or other legal journal, is preferred.
- Proficiency in *Bluebook* citation is required.
- Excellent computer skills (particularly Word, Excel, Westlaw, HTML).
- Ability to meet deadlines and work without constant supervision.
- Demonstrated commitment to working on behalf of disadvantaged individuals and communities

Compensation and benefits: \$59,000 - \$75,000 per year, commensurate with experience.

NCLC offers an outstanding benefits package that includes employer-paid medical, dental, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity, and generous paid time off including holidays, sick time, personal time, parental leave, and 4 weeks of vacation per year.

How to Apply: Please submit a resume and cover letter to careers@nclc.org (subject line: Legal Editor) and complete the online employment application: <https://forms.gle/dRirC7GriXckG9f9A>

This position will remain open until filled, but applications are highly encouraged by December 13th, 2021. No phone calls please.

The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or veteran status, or to other non-work-related factors.