

Editorial Associate

The National Consumer Law Center[®] seeks an Editorial Associate for our downtown Boston office. Founded in 1969, the National Consumer Law Center (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, subscription service, and other e-commerce features. NCLC releases approximately 20 updated and new titles a year for thousands of lawyers and consumers.

Primary Responsibilities:

- Assist in obtaining, preparing, maintaining, and managing large number of digital materials.
- Proofreading, copy editing, and performing complex cross-referencing tasks for quality assurance.
- Provide administrative support in the preparation of print and digital editions of multi-volume legal treatise series.

Qualifications:

- Bachelor's degree required.
- Minimum of one year of experience in professional research, proofreading, and copy editing.
- Detail-oriented, organized, and capable of handling multiple tasks.
- Skilled in using MS Word and MS Word styles, and in document management.

- Excellent written and verbal skills.
- Proficiency in HTML and MS Excel strongly preferred.
- Publishing, journalism, project management, or legal background preferred.

Compensation and benefits: \$41000 – \$48000 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 3 weeks of vacation per year.

How to Apply: Please submit a resume and cover letter to careers@nclc.org (subject line: Editorial Associate). The position is open until filled, but applications are encouraged by August 11, 2019. 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.