

Scope of Work

Position Title: Freelance Copy Editor

Position Location: Remote

Closing Date: 14th February 2020

Timeframe: At will, and as funding allows

Assigned Unit/Team: N/A

Coordinator: Project Manager

Overview: This scope of work (SoW) outlines the Freelance Copy Editor consultancy for the Center for Operational Analysis and Research (COAR). The Freelance Copy Editor will provide short-term copy editing services for several COAR analytical outputs, to include periodicals and thematic reports. The Freelance Copy Editor should have a strong background, experience, and a proven track record in direct relation to copy editing for think tanks, research institutions, media outlets, or other analytical organizations.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Responsibilities:

The Freelance Copy Editor will:

- Proofread and edit assigned COAR deliverables line-by-line, on an independent basis;
- Ensure that COAR's analytical outputs are well-written, well-structured, and logically sound;
- Ensure absolute grammar, syntax, and spelling accuracy in COAR's outputs;
- Ensure assigned products are in line with COAR's existing publication style guide;
- Ensure that all illustrations and captions include correct spelling, grammar, and accuracy;
- Contribute to COAR's evolving publication style guides.

Qualifications and Experience:

The ideal candidate for Freelance Copy Editor Consultant will have:

- A university degree in English, Literature, Journalism, or a related field. Master's degree is preferable;
- 2 to 4 years of professional copy editing, preferably for a think tank, academic journal, media outlet, or other analytical organization;
- Native-level written English, including excellent spelling and grammar;
- A meticulous approach to copy editing and an eye for detail;
- Previous work experience in the Middle East and Asia is a plus;
- The ability to maintain high-quality work while meeting tight deadlines;
- Commitment to discretion and confidentiality with respect to COAR products.

To apply for this position, please email your C.V., your hourly rate, and a letter of motivation to hr@coar-global.org with '**Freelance Copy Editor**' in the subject line.