



Looking for a Short-Term Flexible Full-Time Job? Enjoy the freedom of working from your home on your own schedule?

The Copy Editor reads, assesses, and corrects content to make it ready for publication.

KEY RESPONSIBILITIES:

- ★ Perform detailed copyediting of all assigned documents in the Lexipol product lines (law enforcement, fire and custody), including new state policy manuals, new global and state policies, policy updates, Daily Training Bulletins and Guide Sheets.
- ★ Perform comparison of updated materials to “global” or original content to ensure that all necessary content is retained and that change are appropriate and, when needed, state-specific.
- ★ Verify state and federal legal citations and references for accuracy and applicability to materials. Fact-check Lexipol materials as needed. Query SME and legal team as appropriate.
- ★ Test quality of content in the proprietary content management system.

QUALIFICATIONS:

- ★ Superior language and writing skills including the ability to proofread and correct content for spelling, grammar, punctuation, style and formatting.
- ★ Strong research skills for fact-checking, background, citation and reference checks.
- ★ Demonstrated ability to manage and complete multiple activities of varying complexities while adhering to strict deadlines.
- ★ Experience with content management systems/knowledge management systems and demonstrated ability to learn new technologies and applications.
- ★ Demonstrated ability to work in a self-directed manner in a highly dynamic, collaborative and professional business environment.

EDUCATION AND EXPERIENCE:

- ★ Undergraduate degree in Journalism, English or a related field or commensurate work experience.
- ★ Minimum two years of editorial experience.
- ★ Knowledge of, or experience in, the realm of public safety (law enforcement, custody, fire) is highly preferred.
- ★ Demonstrated experience prioritizing projects, adapting to changing assignments and deadlines, and meeting deadlines.

COMPENSATION AND BENEFITS: This is a short term temporary role (W2). Anticipated timeframe is May- September and may extend or end earlier. Lexipol offers a flexible schedule along with competitive hourly rate.

**For consideration, please email your resume, cover letter with salary expectations to hr@lexipol.com
Include Copy Editor in the Subject Line**

Lexipol is an Equal Opportunity Employer. Visit us at www.lexipol.com No third parties.