



Position Announcement

Proofreader June 2018

Are you passionate about working with socially progressive non-profits? Then join our team!

The Proofreader is a key member of the Client Services staff and plays an essential role in the success of our projects. He/she is responsible for reviewing, proofing, and editing written and digital content for spelling, grammar, punctuation, syntax, usage, consistency, and client voice. The Proofreader must be able to work in a fast-paced environment and ensure that final work product is error-free, consistent, and accurate.

At O'Brien | Garrett you'll work side-by-side with a talented group of direct marketing professionals committed to helping forward-thinking organizations realize their fullest potential.

O'Brien | Garrett is a collaborative team environment that encourages professional growth. We are proud to offer great benefits and pride ourselves on being an Opportunity and affirmative action Employer, including veterans and individuals with disabilities.

Skills Required

- **Writing and editing** – Exceptional ability to comprehend the written word and understand the rules of grammar and punctuation. Knowledge of the different styles of grammar, including the Chicago Manual of Style, The Elements of Style, and the AP Stylebook.
- **Detail-oriented** – A keen eye for the smallest details and ability to catch the most trivial of errors, along with those most glaring.
- **Multitasking** – Ability to manage and prioritize multiple projects at once and be both flexible and persistent in the pursuit of the perfect copy.
- **Teamwork** – Adept at working with different team members and acting as an inter-departmental collaborator under multiple deadlines.
- **Flexibility** – Ability to adjust to style guide of different clients and to read and edit quickly without sacrificing quality.
- **Computer proficiency** – Strong computer skills and be able to work within Microsoft Office environment.

Key Duties

- Read and evaluate written text for grammatical and typographical error.
- Liaise with writers and account executives to determine the composition of specific texts in a document.
- Compare typeset proofs against original copy to identify errors or omission.
- Rephrase written text to ensure document structure and content are consistent.
- Stay abreast with grammatical development as well as new terminologies in a language.
- Ensure projects are completed within set time constraints.

Requirements

- A Bachelor's degree in English, journalism, or mass communication, or in a related field
- A minimum of two years of experience proofreading or editing written content
- Knowledge of standard proofreading practices, procedures, and concepts
- Background in direct marketing or fundraising preferred but not required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.