
UNITED WAY OF NORTHERN NEW JERSEY

FREELANCE PRODUCTION EDITOR

For 3-Month Project

[United For ALICE](#), the research arm of [United Way of Northern New Jersey](#), seeks a self-motivated Freelance Production Editor to track updates for the [United For ALICE Research Team](#) of writers and editors in producing the *2025 State of ALICE* reports.

Diversity Statement:

[United Way of Northern New Jersey](#) celebrates diversity and believes it makes us stronger. We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds, including underrepresented groups. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way is unlike any other in the country, running a national research organization called United For ALICE as well as serving community needs across a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

Reports to: Director of Research Engagement

Project:

This three-month project focuses on the *2025 State of ALICE* reports for our 32 state partners. The Freelance Production Editor will support the United For ALICE Research Team Writers and Editors to ensure that the *State of ALICE* research reports are accurate, clear, and complete on time.

Primary Responsibilities:

- Work with the United For ALICE Research Team, Lead Editor and Senior Editor to set appropriate timelines for editing and review.
- For the *2025 State of ALICE reports*, recommend and track global edits across reports.
- Check numbers with data sheet provided by researchers
- Edit reports to ensure the content adheres to our Style Guide and high standards of accuracy, clarity, and conciseness.
- Ensure equity-centered narrative and consistency in style in all reports and materials.



[UnitedWayNNJ.org](https://www.UnitedWayNNJ.org) | [@UnitedWayNNJ](https://twitter.com/UnitedWayNNJ)

This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



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- Perform additional production editing tasks as needed.

Requirements:

- Bachelor's degree in Journalism, English, Literature, or a related field (or equivalent experience)
- Strong proofreading and editing skills
- Detail-oriented, with an eye for data and numbers
- Ability to prioritize assignments and meet tight deadlines
- Two or more years of professional experience as an editor or writer
- Strong collaborator, with the ability to share and receive constructive feedback
- Experience using Microsoft tools (Word, Excel, SharePoint)
- (Desired) Experience with Adobe InDesign and InCopy

Job Type:

- The Freelance Production Editor can be self-employed (sole proprietor or LLC) or may work through an agency or professional organization.
- Estimated hours: 10 hours a week from February through mid-April 2025

Compensation:

- The Freelance Production Editor is responsible for aspects of their work including submitting invoices for payment and filing their own taxes.
- \$40 per hour

Work Environment:

- Remote position
- Uses standard office equipment, such as a laptop, phone, and printer.

Send resume and cover letter to: Catherine.Connelly@UnitedWayNNJ.org

Equal Opportunity Policy:

United Way of Northern New Jersey provides equal employment opportunities to all independent contractors and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



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