



**NETWORK is rooted in Catholic Social Justice and the lived experience of real people.
We are open to all who share our passion.**

Content and Editorial Manager

Start Date: September 2021 (remotely until safe to be in the office)
Permanent, Full-Time, Based in D.C. | **\$62,000**, plus generous benefits

About NETWORK: A national network of social justice advocates – and the organization behind Nuns on the Bus – NETWORK educates, organizes, and lobbies for economic and social transformation. Founded in 1971 by Catholic sisters in the progressive spirit of Vatican II, NETWORK works to build anew to dismantle systemic racism and shape a society and economy of inclusion. We value women’s leadership, we appreciate people from religious and secular backgrounds, we affirm members of the LGBTQ+ community, and we engage in the ongoing work to become a multicultural anti-racist organization.

Why this position matters: As a membership-based, advocacy organization which seeks to educate on and ultimately advance progressive federal policies that promote the common good, NETWORK relies on high-quality print and web materials to inform our members and supporters. The Content and Editorial Manager ensures that NETWORK's message and brand are clearly and consistently communicated at a high-level. Our ultimate goal is for the person in this position to be instrumental in improving NETWORK's high-quality written media and messaging.

You could be our next Content Coordinator and Editor if you:

- Have been praised for the clarity and quality of your writing
- Have 4-7 years of workplace experience in editing, writing, content creation, and/or reporting, including 1-2 years working with any of the following: elected officials, political campaigns, faith groups, faith-based advocacy, or nonprofit communications
- Have editing experience and are a stickler for correcting spelling, punctuation, grammar, and syntax
- Are detail-oriented, thorough, and attuned to modern and colloquial language, and to the voice of the writer
- Understand and can plan print content, taking into account: layout, word counts, photos, and other elements
- Have solid organizational skills and ability to self-manage time
- Can adhere to in-house style guide and brand guidelines
- Are enthusiastic about collaboration and willing to share ideas openly with other team members
- Have the ability and willingness to give clear written and verbal feedback, accept and implement feedback, and be a resource for other staff members
- Have a commitment to creating a multicultural, anti-racist organization
- *Familiarity with faith-based organizations, advocacy organizations, and/or experience working with communities marginalized by our systems and structures are a plus.*

What you are great at:

- Recognizing the importance of language when writing about topics like racial justice, labor, and immigration
- Allocating space for story text, photos and illustrations, coming up with compelling headlines
- Juggling multiple projects and deadlines at once
- Managing projects and working closely with teammates and across teams
- Writing/editing in Spanish and creating graphics/collateral a plus

What you'll be doing:

- Manage the production of NETWORK's quarterly membership magazine, *Connection*, including coordination of the staff writers and external collaborators, working with designer, and editing and fact checking all content
- Plan, collect, write, and edit content for organizational toolkits, reports, blogs, speeches, fundraising letters, email, and more
- Help to determine and ensure staff compliance with editorial standards, including maintenance of the organizational style guide
- Contribute to the planning and execution of projects for the organization's 50th anniversary year
- Adapt organizational messaging for various mediums

What it's like working at NETWORK:

Rooted in Catholic Social Justice, NETWORK is open to all who share our passion for justice. Staff and members are people from a variety of religious and nonreligious backgrounds. As an organization and workplace, NETWORK values work-life balance and strives to be a supportive workplace environment where staff embrace the "Sister-Spirit" of our foundresses by rooting our understanding in encounter, not ideology; prioritizing the well-being of others; seeing everyone as people first, not just roles; and using humor and being feisty in order to be bold and do the unpopular. [Read More.](#)

Note on Current Reality:

Due to the Coronavirus (COVID-19) pandemic and subsequent restrictions imposed by various government entities, NETWORK has encouraged everyone to work from home and only commute to the office if absolutely necessary and if it can be done safely. Because we expect to be in this work-from-home mode when this position is hired, applicants may begin this job working remotely, but this is not a remote position. Once it is safe to commute, the expectation is that this position will need to be present in NETWORK's D.C. office on a regular basis.

Benefit details:

- Starting salary: \$62,000/year
- Additional \$1,200/year to help cover commute costs
- Generous time off: 2 weeks paid vacation, Christmas week off, 12 additional holidays, 2 personal days
- Platinum level health plan – as well as dental and vision – at no cost to you
- Generous retirement plan and parental leave after one year
- Four staff retreat days; an organizational commitment to professional development and wellness

How to apply:

Cover letter: 2-3 paragraphs in an email (not attached, but written in the body of the email) telling us why you're interested in this position and why you want to be a part of the NETWORK team, and where you found us. Give us a sense of the level of responsibility, complexity, and creativity of the past content work you've engaged in.

Resume: While you may focus on editing and writing experience, please include all experience so we get a good picture of what you've been up to.

Email: Send materials to Colleen Ross at employment@networklobby.org. Please include "Content Manager" in the subject line.

Timing: This position will stay open as long or as short as needed—until we find the right candidate. We'll be screening candidates on a rolling basis so please apply promptly. You will receive an automated reply right away, and we anticipate contacting all candidates again in early August to let them know their status in our process.

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.