



Research Editor

Position(s) Open: 1

Location: Pasadena, CA

eCivis, Inc. is a rapidly growing grants research firm that assists clients with locating and applying for grants. We are looking for a Research Editor with a sharp eye for detail! The Editing Department is primarily responsible for ensuring the quality of all written products generated throughout the company, with a strong focus on the output of the Research Department. Primary daily duties include proofing and editing the research product to ensure grammatical, spelling, and punctuation accuracy in accordance with company internal style guidelines, in addition to verifying of facts and ensuring the quality of information provided. Additional responsibilities may be assigned as needed, and based on an individual editor's experience and demonstrated expertise. In addition to being detail oriented, candidates must possess excellent time management skills, flexibility, and a willingness to work in a high-pressure, fast-paced environment.

Primary Responsibilities:

- Proofread materials to ensure that content is accurate, grammatically correct, structurally sound, and consistent with other material
- Develop a thorough knowledge and understanding of company products, tone, and objectives to ensure that they are properly conveyed
- Actively work with Research Analysts to refine and produce high-quality deliverables under tight daily and weekly deadlines
- Help train new employees in style and format specifications
- Maintain and update department manual
- Complete a two-week training period and achieve continuous performance objective goals

Qualifications:

- 2+ years proofreading or editing experience in a professional environment
- Impeccable grammar, punctuation, and language skills
- Expertise in language style, accuracy, and speed in reading detailed material
- Organized and detail-oriented
- Ability to work both independently and as part of a team
- Flexible attitude with a team-oriented personality
- Ability to juggle multiple projects and deadlines simultaneously

Preferred:

- Bachelors Degree in English or a related field
- Familiarity with the Chicago Manual and Associate Press style guides
- Technical writing or editing background
- Advanced experience with Internet, Adobe Acrobat, Microsoft Office Suite
- Interest in local government or grant funding

To Apply:

Interested candidates should live in the Los Angeles area and be able to work Monday through Friday between 8:00 a.m. and 5:00 p.m. (with the ability to work overtime as needed). Submit a resume and cover letter *with salary expectations* to kludolph@ecivis.com. No faxes, phone calls, or postal mail submissions. Due to the large volume of resumes received, only qualified candidates will be contacted.

eCivis, Inc. is an equal opportunity employer. This position is for full-time employment in Pasadena, CA.