



Copy Editor  
Vital Strategies  
New York

## Terms of Reference

<b>Title:</b>	<b>Copy Editor</b>
<b>Contract Type:</b>	<b>Consultancy</b>
<b>Contract Duration:</b>	<b>Six months</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Application Deadline:</b>	<b>March 29, 2024</b>

Vital Strategies is a global health organization that believes every person should be protected by equitable and effective public health systems. We partner with governments, communities and organizations to reimagine public health, and the result is millions of people living longer, healthier lives. Our goal is to build a future where better health is supported across all facets of our lives, in our families, communities and environment.

Vital Strategies' programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in more than 80 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives: noncommunicable disease prevention; tobacco control; road safety; food policy; overdose prevention; environmental, climate and urban health; civil registration and vital statistics; cancer surveillance; and data impact. Our programs are primarily concentrated in low- and middle-income countries in Africa, Latin America, Asia and the Pacific; the Overdose Prevention Program works in seven U.S. states. Please visit [www.vitalstrategies.org](http://www.vitalstrategies.org) or Twitter [@VitalStrat](https://twitter.com/VitalStrat) to learn more.

## The Consultancy

As part of the Policy Advocacy and Communication division, the copy editor will review and edit existing and new materials from across the organization and its programs, revising content for accuracy and quality, spelling, grammar, syntax and adherence to brand style. Working in an integrated manner across the editorial, public relations, digital and design teams, the consultant will copy edit materials for clarity and concision while maintaining appropriate tone and voice.

## Deliverables

Revisions of drafts and final versions of white papers, emails, newsletters, press releases, marketing materials, website copy and other documents as needed.

## Core Responsibilities

- Copy edit, format and proofread materials in English including program reports, white papers, emails, newsletters, press releases, marketing materials and websites tailored towards public health officials, partners, donors and a general audience.
- Consult with relevant team members to clarify ambiguities and remedy substantive errors.
- Ensure adherence to AP style and in-house style guide, with close attention to detail and consistency.
- Collaborate with the design, digital and public relations teams as needed to bring projects to completion.
- Manage multiple projects across different teams while consistently meeting deadlines and ensuring quality output.

### **Consultant background must include:**

#### Education and degree

- Bachelor's degree in English, journalism, social sciences or a related discipline

#### Skills and abilities

- Exceptional writing and editing skills; experience in technical/scientific writing a plus
- Meticulous attention to detail
- Strong organizational skills, with the ability to self-manage and deliver high-quality work on time
- Strong interpersonal skills and ability to communicate effectively with people from other countries, cultures and disciplines.
- Fluency in written and spoken English; fluency in another language a plus

#### Required experience

- At least five years of professional experience in writing and copy editing

#### Preferred experience

- Public health, public policy or social science knowledge and experience is a plus

### **How to Apply**

To apply, please send a CV and cover letter to [editorial@vitalstrategies.org](mailto:editorial@vitalstrategies.org) with the subject line "Vital Strategies Copy Editor." Shortlisted candidates will be asked to complete a copy-editing assignment.

**Closing Date for Applications: March 29, 2024.** Only shortlisted candidates will be contacted.