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# Example of Project Editor Job Description

Our growing company is hiring for a project editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project editor

* Spend, on average, one day a week onsite at a local client’s office
* Undertake comprehensive editing, proofreading and copy editing of drafts of the project’s publications for clarity, punctuation, grammar, and content
* Prepare the publications (drafts) into a format that is professional and user-friendly
* Ensure consistency and accuracy in all documentation
* Design, format/layout and prepare the final publications for printing and dissemination
* Draft relevant and effective content for digital transaction channels
* Act as a professional reference and advise business partners and team management on best practices in drafting content for digital channels
* Identify and develop the most appropriate and effective communication approaches, media and messages
* Apply and optimize editorial standards
* Ensure that relevant and consistent messages are communicated over the various channels

## Qualifications for project editor

* Bachelor's degree, with a focus on ELA or demonstrated expertise in the ELA field
* 2 years of experience in educational assessment or a related field or 2 years of classroom teaching or a
* Combination of related experience and education, with a focus on ELL/ESL students (Experience with the full K-12 spectrum is desirable)
* Bachelor's degree, with a focus on Mathematics or demonstrated expertise in the Mathematics field
* 2 years of experience in educational assessment or a related field or 2 years of classroom teaching or combination of related experience and education, with a focus on high school-level mathematics content
* Working knowledge of curriculum and the school and professional markets