



318-20 N. Last Chance Gulch, Suite 2C, Helena, MT 59601, (406) 449-8611
email: hmhb@hmhb-mt.org, website: www.hmhb-mt.org

Job Description: Contract Copy Editor for HMHB - The Montana Coalition (HMHB)

Overview:

HMHB - The Montana Coalition (HMHB) is seeking an independent contractor to fulfill the role of Copy Editor. In conjunction with the HMHB Director of Communications, the Copy Editor will be responsible for ensuring the quality and coherence of content for the fourth annual LIFTS publication, which aims to illuminate experiences, challenges, and resources related to pregnancy and parenting young children in Montana. The successful candidate will play a lead role in recruiting writers, shaping the narrative flow of the publication, coordinating visual elements, and consulting on publishing decisions. The publication is to include between eight and ten final stories.

Responsibilities:

1. Writer Recruitment and Stewardship:

- a. Collaborate with HMHB to identify and recruit writers who will contribute stories aligned with the themes conceptualized by HMHB for the LIFTS publication. The publication is to include between eight and ten final stories. Typically, our contributors are not professional writers. In this role, you'll also guide writers through the writing process to assist them in refining their stories.

2. Narrative Cohesion:

- b. Work to create a cohesive flow between stories, ensuring that the overall mission of the publication, "What Helps in Pregnancy and Parenting Young Children in Montana," is effectively communicated.

3. Visual Content Coordination:

- c. In collaboration with the Director of Communications, manage the process of capturing photos of Montana families to complement the stories, utilizing high-resolution iPhone photography or other suitable means.

4. Consultation on Publishing Decisions:

- d. Provide valuable input and guidance to HMHB regarding publishing decisions related to the recruitment of storytellers, ensuring alignment with the publication's objectives and audience expectations.

Timeline:

- Story and Photo Submission Deadline: Goal July 30, Deadline August 13
- Notification of Story/Photo Acceptance: August 20
- Go to Printer Date: August 31

Qualifications:

- Proven experience in copy editing, preferably in a publishing or media setting.
- Strong communication and collaboration skills.



318-20 N. Last Chance Gulch, Suite 2C, Helena, MT 59601, (406) 449-8611
email: hmhb@hmhb-mt.org, website: www.hmhb-mt.org

- Excellent attention to detail and ability to maintain consistency in style and tone.
- Familiarity with the dynamics of pregnancy and parenting, particularly in the context of Montana, is advantageous but not essential.

Compensation:

- \$5000 - \$7000 depending on experience.

Contractual Agreement:

- The Contractor agrees to complete the outlined services within the specified timeline.
- Compensation and other contractual details will be mutually agreed upon by both parties.
- Any additional terms or amendments to this agreement will be documented and acknowledged by both parties.

Application Process:

Interested candidates should submit their resume, along with a cover letter highlighting their relevant experience and suitability for the role, to Lauren Johnson, lauren@hmhb-mt.org.

Deadline for Application:

April 15, 2024