

Senior Editor

Insight Policy Research, a dynamic, small research and evaluation organization, seeks applicants for the position of senior editor. We are a well-established firm that has provided nationally recognized research and evaluation services to federal, state, and private sector clients for almost 20 years. We focus on issues affecting at-risk and vulnerable populations.

Headquartered in Arlington, Virginia, we conduct research in the areas of health, food assistance, family support services, education, workforce development, and military and veteran support. Our core services are statistical analysis, data collection, program evaluation, and data and improvement. We offer outstanding potential for growth, competitive salaries, and benefits in a collegial family-friendly environment. For more information on the type of work we conduct and our corporate culture, please visit our website at www.insightpolicyresearch.com.

Position Summary

The senior editor will work as part of a team of editors and graphics specialists to produce project deliverables of excellence. The work requires strong writing skills; thorough understanding of grammar, punctuation, and style rules; and detailed editing and rewriting expertise to ensure research reports and other documents showcase clear, easy-to-understand language.

Responsibilities

- ▶ Edit Word reports, PowerPoint presentations, and other documents to ensure adherence to GPO or other required style rules, with careful attention to correct grammar and punctuation
- ▶ Rewrite dense language as needed to ensure conciseness, clarity, and excellent readability
- ▶ Translate complex scientific information into easy-to-understand text
- ▶ Ensure error-free text in figures and tables
- ▶ Ensure correct presentation of citations and matching references (APA, 7th ed style)
- ▶ Work quickly and accurately to meet deadlines
- ▶ Become skilled in use of other government agency style guides as needed
- ▶ Work with graphic designers to ensure graphic components are clear and error free
- ▶ Help update style guides and staff writing resources as needed
- ▶ Familiarity with Section 508 compliance a bonus

This full-time position requires a minimum of 5 years' experience editing documents for government clients and a degree in English or a related major.

EEO: All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, age, or disability.

Contact: No phone calls please. Send resume and samples of edited documents via email or fax to—

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