Experienced part-time Editor

CEPS is looking for an experienced part-time Editor, initially for a 3-month period starting March through May 2018, but which could be extended into a longer-term position. We seek someone with a good sense of how to manage all the moving parts of a publication and the ability to meet high quality and accuracy standards. You will review and edit content, in accordance with CEPS House Style, and draft lively and accessible introductory leads and transition passages. The goal is to provide exceptional, informative and engaging content to an informed readership of EU policy-makers, practitioners, academics and other stakeholders.

Responsibilities

- Edit, proofread and improve research reports, policy analyses and short editorial pieces
- Check content for accuracy and errors
- Suggest ideas for subheads in alignment with targeted readership
- Meet deadlines and budget requirements

Requirements

- Previous work experience as an editor of policy research
- Ability to work as a member of the CEPS in-house publications team that handles all aspects of the publications process, from planning, editing and online posting to follow-up liaison with the Communications team
- Familiarity with EU policies and issues
- Strong writing/editing/proofreading skills
- Hands-on experience with MS Office, Photoshop and other publishing tools
- Excellent written skills in English
- An eye for detail along with critical thinking
- BS degree in Journalism or related field

About CEPS

Founded in Brussels in 1983, CEPS is a leading think tank and forum for debate on EU affairs, with an exceptionally strong in-house research capacity and an extensive network of partner institutes throughout the world. The CEPS team comprises approximately 60 researchers and 18 support staff from 23 nationalities as well as an extensive network of partner institutes.

Contact and deadline

Interested candidates should send their CV and motivation letter to applications@ceps.eu, with “Part-time Editor” in the subject line, by 9 February 2018.