

Lake Forrest

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Text (301) 781 - 3123 or Call (410) 885-4440

Virtual Content Editor

September 08, 2023

Job Brief

We are looking for a talented Graphic Editor to spell check and grammatically correct written material. Including but not limited to websites, blogs, flyers, posters, and documents.

Job Description

1. **Graphic Editor:** Review documents and material sent to you for errors. Review, and test websites, blogs, and links to content edit and make sure everything works and reads well - on a weekly basis.
2. **Share:** Be willing to share what you read with others. Share links or flyers. Provide contact information to those who request it or who need our service.
3. **Fundraising:** Every staff member is a fundraiser for the organization, whether you are directly soliciting donations or simply helping people feel good about our non-profit and our mission.
4. **Donations:** Do not accept cash donations from anyone. Before you, co-workers, friends or family consider throwing things away please consider donating to Lake Forrest first. Or, including Lake Forrest in your normal donations.

Specifications

Work well independently. Suggest improvements. Kind. Friendly. Goal Oriented. Work virtually or at a public library.

Milestone

1. 1 Month
2. 90 Days
3. 6 Month Check-in

Compensation

1. \$400 a month. About 25 hours a month.
2. Personal Days/Sick Days
12 hours per year
3. Bonus
Available