

Editor

The Joint Legislative Audit and Review Commission (JLARC) is recruiting for an editor in Richmond, Virginia. JLARC conducts in-depth nonpartisan public policy research to inform the Virginia General Assembly.

The JLARC editor's primary job function is working with analysts to develop written reports and presentations that clearly convey research findings to the General Assembly, state agencies, the media, and the public. Specific duties include

- editing written reports and presentations with an emphasis on improving their clarity and conciseness;
- editing and helping to develop agency publications;
- formatting reports and overseeing their print and online publication;
- managing the agency's publications function and processes;
- helping to manage the agency's website content and online presence; and
- training staff on writing as needed.

A successful editor must be able to meet deadlines, possess strong problem-solving skills, and have the ability to work well independently and in a team environment. Candidate should be an expert in Word and PowerPoint and have working knowledge of Adobe InDesign, Acrobat, and Illustrator. At least three years of editing experience is required, preferably related to government or public policy. A master's degree and/or relevant experience in professional or technical writing, editing, English, communications, or public policy is strongly preferred.

JLARC offers a competitive salary and benefits package. Starting salary will be commensurate with experience and education. The value of state-paid benefits—including health insurance, retirement, and life insurance—is between fifteen thousand and twenty-eight thousand dollars per year.

To apply for the editor position, email a cover letter, resume, and a list of three references to jlarc.jobs@jlarc.virginia.gov. The position will remain open until filled.

More information is available on the JLARC website: jlarc.virginia.gov/employment.asp. JLARC is an **equal opportunity employer**.