



Job Title: Technical Copy Editor Contractor

Company: Valens Global

Location: Remote

Hours: 80 hours/month

Compensation: Competitive

Deadline: Ongoing

About Valens Global:

Valens Global provides analysis, strategies, and innovative solutions that anticipate and address complex and critical threats to people, businesses, and organizations. We believe that twenty-first century challenges require analysts who are fiercely independent. Valens fosters an intellectually vibrant climate. We emphasize teamwork, transparency, meritocracy, accountability, and empowerment at junior levels. We are proud of our track record. Our products exceed our clients' expectations and stand the test of time.

Job Description:

The technical copy editor plays a crucial role in ensuring the accuracy, clarity, and coherence of technical documents, publications, or content that require a high level of technical expertise. Their primary responsibility is to review and polish technical materials to ensure they meet high standards of quality and effectively convey complex information to the intended audience. The technical copy editor is responsible for refining and enhancing technical content by eliminating errors, improving readability, and maintaining consistency. They bridge the gap between technical subject matter experts and the general audience, ensuring that technical content is accessible and understandable.

As an independent contractor, you would be supporting a smart, talented, confident team of people with diverse backgrounds, experiences, and outlooks. The anticipated workload would be up to 80 hours per month to start with the potential to grow into a full-time position.

Key Responsibilities:

- **Grammar and Spelling:** Review and correct grammar, spelling, punctuation, and syntax errors in technical documents.
- **Clarity and Readability:** Ensure that complex technical concepts are communicated clearly and concisely, avoiding jargon that might confuse non-expert readers.
- **Consistency:** Maintain consistent usage of terminology, style, formatting, and capitalization throughout the document.
- **Formatting and Layout:** Ensure that the document adheres to established formatting guidelines, including font usage, headings, bullet points, numbering, and overall layout.

- **Fact-Checking:** Verify the accuracy of technical details, data, statistics, and references cited in the document.
- **Content Flow:** Check the logical flow of content, ensuring that ideas are presented in a coherent manner and transitions between sections are smooth.
- **Audience Appropriateness:** Tailor the content to the intended audience, ensuring that technical concepts are explained at an appropriate level for the readers' understanding.
- **Citations and References:** Verify the accuracy of citations, references, and footnotes to ensure proper attribution of sources.
- **Visual Elements:** Ensure the accuracy and consistency of visual elements such as figures, charts, diagrams, and tables.
- **Cross-References:** Check cross-references to ensure they are correctly linked and point to the appropriate sections or pages.
- **Style Guidelines:** Apply relevant style guides (such as APA, Chicago, IEEE) to ensure the document adheres to the appropriate formatting and citation conventions.
- **Technical Accuracy:** Collaborate with technical subject matter experts to clarify ambiguous technical content and ensure accuracy.
- **Revision Tracking:** Use revision tracking tools to clearly mark changes and suggestions for the author's review.
- **Version Control:** Keep track of document versions and updates, maintaining a clear record of edits and changes made.
- **Feedback and Communication:** Provide constructive feedback to authors, highlighting areas for improvement and explaining suggested changes.
- **Meeting Deadlines:** Work efficiently to meet established deadlines, especially when dealing with time-sensitive technical documents.
- **Quality Assurance:** Conduct a final review of the document to ensure that all edits are correct and the final version is error-free.
- **Perform other duties, as assigned.**

Minimum Requirements:

- 3 years demonstrated experience working in the technical editing space.
- Bachelor in relevant area
- Incredible attention to detail
- Legally authorized to work in the U.S.

Required Application Materials:

- Cover Letter
- Resume or CV
- Three references

Please send all application materials in a single PDF to careers@valensglobal.com

Valens Global LLC is an equal opportunity employer. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other basis prohibited by federal, state, or local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.