

Lake Forrest

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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

3-5 hours per week. Check in as needed. Work well independently. Suggest improvements.
Kind. Friendly. Goal Oriented. Work virtually or at a public library.

Milestone

1. 2 weeks - Review
2. 1 Month -Review
3. 3 Months - Review

Compensation

1. 3-5 hours per week/ \$20 per hour
2. Personal Days/Sick Days
12 hours per year
3. Life Insurance
Starts on month 4
4. Bonus
Available
5. Complimentary Membership
Pure Joy Flex & Lake Forrest Flex