JOB TITLE
Special Projects Editor | McGee Project

ORGANIZATIONAL OVERVIEW
The Lighthouse | Black Girl Projects is unabashed in its concern with, concentration on and work on behalf of black girls. Its mission is to be a revelatory, unflickering light for Black girls and young women in the southeastern United States through focused programming and by creating safe spaces for them. This is done through black feminist, community-focused, narrative-shifting lenses. The organization takes a holistic approach to the leadership development of Black girls and women through a consortium of projects. The projects are avenues by which Black girls in the southeastern United States are centered, from the research agenda to the programming, board room to legislative halls. The organization creates safe spaces for these Black girls with the goal of having their homes and communities be places where their safety and freedom are welcomed.

JOB OVERVIEW
The special projects editor at The Lighthouse | Black Girl Projects is responsible for creating a series of narratives based on qualitative data relating to the lives, needs and challenges of Black girls and women and how they've chosen to resist in response to the systemic oppression they face. Requires attention to detail as well as a deep knowledge of interviewing and editing skills and comfort. The special projects editor, a person who is intrinsically motivated, will be responsible for transcribing interviews in an effort to create narratives, as well as proposing innovative ideas for presenting collected data beyond written story form.

The special projects editor works closely with the managing editor to (1) transcribe and edit interviews, as well as conduct follow-up interviews, (2) create a series of narratives of varying lengths based on interviews and collected data (3) and curate an innovative presentation of the narratives to amplify and uplift the voices of Black girls and women, as well as further engage our subscribers and followers.

Expectations
• Analyze collected data such as interviews and identify where follow up communication is needed
• Transcribe interviews
• Conduct deep dive-dive interviews with survey participants who elect to continue engagement
• Editing of transcriptions and narratives
• Creation of a series of narratives (~20, of varying lengths, based on interviews and survey data)
• Propose and curate innovative concepts for presenting collected data beyond story form
• Work with The McGee Project editorial team to align special report with editorial theme and content

Qualifications
• Demonstrated commitment to Black girlhood, women and/or other racial minority disenfranchised populations
• Extraordinary communication skills, both written and verbal
• Attention to detail
• Comprehensive understanding of the impact the COVID-19 pandemic is having on marginalized communities
• Journalism experience, including editing
• Familiarity with research methods and best practices for collecting and reporting data
• Experience and knowledgeable of Associated Press style of writing guidelines
• Proficiencies in computer technologies, such as Microsoft Office, social media and web-based applications
• Ability to work flexibly and manage multiple responsibilities and deadlines independently
• Proactive, self-directed and able to multi-task effectively
• Friendliness is appreciated

Things to note
• Contract position: Six (6) months
• Compensation: $7,500 for contract term, to be paid in monthly installments
• Location: On-site, remote or hybrid
• Send resume and three writing clips or samples to jmiller@loveblackgirls.org with “Special Projects Editor” in the subject line
• Closing date: Priority given to those who submit on or before August 31