



Editorial Program Manager Full Time (Remote)

Position Overview:

- Full Time: 40 hours/week (exempt)
- Salary: \$70,000-\$75,000
- Benefits: Medical, Vision, Dental, 401k, PTO. See below for more details.
- Start Date: July 2024

About Voice of Witness:

Voice of Witness (VOW) is a nonprofit that advances human rights by amplifying the voices of people impacted by—and fighting against—injustice through oral history, education, and advocacy. VOW harnesses storytelling to create space for deep listening and learning from communities as part of broader efforts to dismantle systems of oppression. Through our programming, we work to ensure that:

- voices of marginalized and silenced communities are documented and centered;
- students and communities have the tools and training to tell their own stories through oral history; and
- individuals and institutions use ethical approaches to storytelling.

At Voice of Witness, we believe oral history has the power to build community, heal and support storytellers, and advance justice through education and narrative change.

The [VOW Book Series](#) documents human rights issues through the oral histories of people who are deeply impacted by and whose lived experiences are at the heart of solutions to address injustice. Each project illuminates inequity through the lens of first-person storytelling and transforms harmful narratives. The [VOW Education Program](#) brings unheard stories and oral history to classrooms and organizations across the US, connecting students, educators, and advocates with training and tools for storytelling to advance social change. Through our [partnerships](#) and [services](#), VOW offers expert storytelling and program support to organizations, schools, individuals, and more. These customized projects and workshops use VOW's award-winning approach to promote empathy, build relationships, and amplify community voices.

SUMMARY

We are seeking an experienced editorial program manager (EPM) with a passion for storytelling and social change to join our dynamic, award-winning team. As VOW's EPM, you will manage our editorial projects, including the book series, and promote our work in alignment with the organization's mission. You will ensure the ethical and timely shepherding of our editorial projects, typically overseeing 2-3 projects a year at various stages of development in close collaboration with external project leads, VOW's publishing partners, and VOW staff. You will also support VOW's work through partnership development, public speaking and trainings, and cross-departmental strategic planning.

If you believe strongly in our mission to illuminate human rights crises through oral history, and would like to help us grow as an organization, please consider joining us in our work. The EPM position is part of VOW's senior leadership team and reports to the executive director.

JOB DUTIES

The EPM will engage in strategic planning, management, coordination, and administration for the editorial department. The EPM will provide day-to-day guidance and support for oral history project editors and partners. The EPM will also reconcile the departmental budget, and manage applicable knowledge memos and reflection processes. The EPM will draft the departmental work plan and budget and meet regularly with staff and executive director to assess departmental goals and needs. The EPM will ensure that projects move with intention and integrity.

PROJECT MANAGEMENT (50%)

- Work with project leads and VOW staff to develop editorial scope, structure, and style of each project where appropriate
- Serve as a liaison between project leads and narrators, VOW staff, contractors, and others involved in programming and project production and design
- Support/manage project workflow and schedules for research, interviewing, transcription, editing, fact checking, and production for VOW book series projects
- Run VOW editorial programs such as the Storyteller Initiative, including planning and coordinating programming to support and guide fellows and the Story Lab, designed to incubate and evaluate potential books and projects
- Supervise part-time Storyteller Initiative program assistant
- Support preparation of marketing and promotional materials for forthcoming projects
- Help project leads develop and maintain individual project budgets and trackers

EDITORIAL AND ORAL HISTORY SUPPORT (30%)

- Edit oral history narratives: work one-on-one with editors and narrators to craft narratives that are concise, clear, and compelling; address issues of structure, language, and continuity; maintain house editorial standards and style
- Organize research and contextualize themes and issues to organize supplementary book and project material, including appendices, timelines, and glossaries where appropriate
- Provide editorial support for community partnership storytelling projects
- Work with community partnership, education, communications & outreach, and development staff and external partners to edit excerpts and related content for serialization, marketing, promotional, fundraising, and consulting purposes
- Support the creation of VOW oral history resources for the website

ADMINISTRATIVE (20%)

- Develop annual departmental budget and reconcile departmental budget monthly and quarterly
- Design and participate in project debriefs, strategy, and quarterly and yearly evaluation and assessment for the book series and other editorial projects
- Help maintain and curate archives of Voice of Witness text and resources
- Represent VOW at a limited number of conferences and events to promote and increase the visibility and reach of the organization

QUALIFICATIONS AND EXPERIENCE

- At least five years of experience in project management (experience in media production or publishing is a plus)
- Demonstrated experience/commitment to oral history: researching issues, identifying potential narrators, conducting interviews, editing oral history narratives
- Experience with editorial processes and editing
- Experience with trainings and/or public speaking
- Strong work ethic, excellent time-management and organizational skills; must also be detail-oriented and require minimal direction
- Prior experience working within social justice/human rights conceptual frameworks, and with survivors of human rights abuse; existing network or connections with justice-based organizations a plus
- Supervision and/or management experience
- Solid working knowledge of Google Workspace (Gmail, Docs, Forms, Sheets, Classroom, Slides), Microsoft Office (Word, Excel, PowerPoint), Zoom (meetings and webinars), and other standard office tools

Benefits:

We are committed to staff learning, growth, and development, and take a holistic approach to investing in our team. This includes:

- Medical insurance (employer-covered up to 100% on limited group plan or medical subsidy)
- Dental (employer-covered 100% on limited group plan)
- Vision (employer-covered 100% on limited group plan)
- Employee life insurance and 401k plan
- Paid sick leave (14 days)
- Paid vacation (16 days, annual increases of 5 days for each 2-4 years of employment)
- Paid holidays (12 days per year, fixed)
- Paid wellness days (12 days, last Monday of each month)
- Flexible work environment (work from home/remote work opportunities)
- Professional development opportunities
- Sabbatical program


Our Commitment to Equity, Diversity, and Inclusion:

With a staff and board that is committed to human rights storytelling and advocacy rooted in equity and empathy, a diversity of perspectives and backgrounds is crucial to our ability to pursue our mission. We are committed to building an inclusive environment for people of all backgrounds. Candidates who identify as being from underrepresented groups and/or have nontraditional career paths are strongly encouraged to apply. We enthusiastically welcome all applicants, no matter your race, color, sex, gender identity, sexual orientation, national origin, immigration status, religion, age, or abilities. We know there are great candidates who won't fit every quality or qualification listed above; please don't hesitate to apply and tell us about yourself.

To Apply:

Qualified applicants may apply by emailing the following with "Editorial Program Manager - [YOUR LAST NAME]" in the subject line to books@voiceofwitness.org:

1. A one-page cover letter describing your interest and qualifications for this role (attach as PDF or in the body of the email)
2. A brief resume (PDF)

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3. A writing or editing sample of not more than 2500 words

Please, no follow up phone calls or emails.