



*Sharing the Power of Learning*

## **Student Literary Journal Co-Editor Internship**

The Minnesota Literacy Council is a nonprofit organization dedicated to improving literacy throughout our state. We offer literacy services for adults and at-risk children, native-born citizens and recent immigrants, and urban and rural residents.

*Journeys* is a student literary journal featuring the writings and artwork of Minnesota adult learners. The purpose of the journal is to empower adult learners to share their voices and unique perspectives with the larger Minnesota community. The journal receives over 600 submissions annually. Please visit the following website for more information on the journal: [www.mnliteracy.org/students/student-writing-journeys](http://www.mnliteracy.org/students/student-writing-journeys)

### **Purpose of Position:**

We are seeking co-editors to edit, format, and proof the 2014 version of *Journeys*. These unpaid internships will include using desktop publishing software and working with formatting and layouts.

### **Qualifications:**

1. Experience with Adobe InDesign, Photoshop, scanning and OCR (optical character recognition) software, and Windows Office Software including Word, MS Access, and Excel.
2. Have an excellent understanding of the English language. This will include speaking, listening, reading and writing skills as well as basic knowledge of English grammar.
3. Demonstrated ability to meet deadlines and work collaboratively to complete a project.
4. Preference will be given to those who are enrolled students at a post-secondary institution through which academic credit will be given for completion of the internship.
5. Be comfortable with email and online communication.
6. Be responsible and punctual.
7. Be open and respectful to diversity.
8. Be encouraging, creative, flexible, and friendly.

### **Time Commitment:**

The time commitment is ten to twenty hours a week (or more) between January and April, 2014. The majority of the hours will be during March and April. Some of the editing work can easily be accomplished from off-site locations, such as home or school. Flexible working hours are available. Interns will also assist at a book reading in May 2014.

**Training:**

Training and on-site supervision will be provided.

**Responsibilities:**

1. Edit entries as Word documents
  - Minimal editing for typos, and grammatical errors large enough to affect understanding
  - Review content to eliminate inappropriate or offensive entries
2. Proofread all entries
  - Use standard proofing techniques to eliminate errors and continue improving understandability
  - Classify entries by theme and/or reading level (or other criteria) for division of the book into sections or chapters
3. Lay out document in Adobe InDesign
  - Update cover, spine, title, introductory, and informative pages
  - Select artwork for the title page and the section/chapter intro pages
  - Determine section/theme order
  - Scan art work and use Adobe Photoshop to make it print-ready
  - Insert writing and art entries
  - Set the format for title, author and text within each written entry
4. Final proofreading
5. Create the Index of Authors
6. Review the printer's proof and make necessary changes
7. Prepare web version and post on web site

**Benefits:**

- Publishing and editing experience in a non-profit environment.
- Knowledge of Adult Basic Education and literacy programs in Minnesota.

**To apply:**

Please email cover letter and resume by December 6<sup>th</sup>, 2013 (for priority consideration) to:

Daniel Backman, Strategic Initiatives Manager  
[dbackman@mnliteracy.org](mailto:dbackman@mnliteracy.org)  
700 Raymond Ave., Ste. 180, St. Paul, MN 55114

**Intern positions will remain open until filled.**