

The Drift is seeking an editorial assistant to start in August. This is an entry-level position that provides exposure to all aspects of our magazine and organization, and we're looking for someone motivated to grow in the role.

Core responsibilities:

- Helping to coordinate freelance fact-checkers and proofreaders, and conducting some fact-checking in-house
- Conducting the global proof of each print issue (checking for formatting, consistency across sections, etc)
- Liaising with our technical team to help maintain *The Drift's* website, and posting each new issue to the site
- Drafting, building, and sending weekly newsletters
- Maintaining our Instagram and Twitter pages
- Managing our customer service inbox, responding to queries, and troubleshooting reader and customer problems
- Fulfilling *Drift* shop orders
- Interfacing with bookstores, advertisers, and distributors
- Contributing to grant applications
- Helping to plan and staff events
- Assisting our managing editor, business manager, and editors with miscellaneous tasks

Areas for growth (depending on interest):

- Weighing in on pitches
- Evaluating fiction and poetry under consideration
- Editing essays and shorter dispatches

Qualifications:

- Familiarity with *The Drift* and its editorial style
- Eagerness to work closely with a small team within a young and rapidly growing organization
- Organization, efficiency, and independent work ethic: we'll be counting on you to juggle multiple competing tasks without constant oversight, and to use your time wisely as you work remotely
- Flexibility: in a small organization like *The Drift*, we're all pitching in on a variety of different tasks and priorities can change quickly. This role often requires a willingness to switch gears as needed, and no two weeks will be exactly the same
- Professionalism: you'll be a primary point of contact for readers, customers, contributors, and more, and you'll help us translate the voice of the magazine on social media. We're looking for someone who can represent *The Drift* competently and consistently

Starting salary is \$40k plus benefits. Applicants should be based in New York City — this position will be generally remote, with regular in-person meetings and several events throughout the year.

Interested candidates should send a resume, cover letter, and the names and contact information for two references to jobs@thedriftmag.com by May 24. Review of applications will begin immediately and continue until the position is filled.

The Drift is committed to a diverse workplace and is an equal-opportunity employer. We will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.