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.