

Executive Editor – Public Ed Works

Organization Type: 501c3 Nonprofit

Location: Remote (*NC resident*)

Job Type: Full-time

About Public Ed Works

Public Ed Works is a nonprofit organization dedicated to advancing access to a sound basic education for all North Carolinians - pre-k through college. Through advocacy, partnerships, and community engagement, we drive systemic change that supports well-funded, accessible local public schools, community colleges and universities.

Position Summary

The Public Ed Works executive editor oversees the publication of written content consisting of blog posts, newsletters, press releases, white papers, and other similar published information. S/he also edits videos and provides editorial feedback on grant requests, presentations, and project proposals.

Responsibilities include creating content plans, writing content, directing the publication of newsletters, guiding writers, collaborating with other departments, and ensuring all content is accurate, editorially sound, meets deadlines, and aligns with the Public Ed Works mission and vision. Other duties include supporting the development team and the organization's financial segregation of duties requirements by collecting mail and distributing it to the pertinent parties.

Key Responsibilities

- **Editorial Vision:** Develop relevant content topics that align with Public Ed Works' mission and vision. Set the overall editorial direction and tone of the newsletter.
- **Team Collaboration:** Support other writers providing feedback and ensuring high-quality work. Solicit content from third parties to ensure that diverse perspectives that align with the mission are represented.
- **Content Oversight:** Oversee newsletter and blog content creation process from concept to publication.
- **Strategic Planning:** Work with the executive team to create and regularly update the annual content strategy. Manage and execute the editorial calendars for the newsletter and collaborate with marketing and other departments to ensure alignment.
- **Final Decision-Making:** Make the final decisions on newsletter publication content with input from board members and other members of the Public Ed Works team.

- **Workflow Management:** Collaborate with team members to ensure that the content publication process runs smoothly and deadlines are met.
- **Editorial-Related Budget & Contracts:** Manage editorial expenses related to content publication to meet budget goals including select videographers and freelance writers.
- **Quality Control:** Conduct thorough editing and proofreading of a variety of content to ensure content is absent of grammatical errors and meets Public Ed Works' standards and style guides.

Required Qualifications

- Bachelor's degree.
- Demonstrate deep subject-matter expertise in NC-specific education legislation, with the ability to translate complex policy shifts into compelling, actionable editorial coverage.
- Must be able to travel (10%) throughout North Carolina to support journalistic efforts.

Preferred Qualifications

- Degree and/or credentials in journalism, English, communications, public policy or a related field.
- Passion for strong public education systems and a commitment to Public Ed Works' mission.
- Significant experience in media, writing, and editing in a leadership capacity, is preferred.
- Excellent project management skills with the ability to juggle multiple priorities.
- Strong writing and storytelling skills with the ability to craft compelling and engaging calls to action.

How to Apply

Interested candidates should submit the following to jobs@publicedworks.org:

- resume
- cover letter
- one opinion and commentary / op-ed writing sample (500 words or less)
- one hard news / fact-based writing sample (500 words or less)
- three professional references (name, title, email address)

Timeline

- Applications will be considered on a rolling basis
- Expected start date 06/01/26