

Independent Content Editors and Proofreaders Needed

Taru is a leading development advisory and think tank in New Delhi, working on delivering innovative solutions for the social sector across South Asia. We are inviting strong applications from independent content editors and proofreaders to join our content roster.

Taru's expertise lies in Disaster Risk Management & Climate Change, Governance & Institutions, Natural Resource Management, Social Development, Livelihood, Urban Development, Water, Sanitation & Hygiene; Health, CSR, Social Business, etc.

For more information, visit <http://taru.co.in>

Skills and responsibilities

- Strong content editing and proofreading skills.
- Ability to work on large word documents under tight deadlines.
- Ability to draft, summarize and edit succinct communication pieces for clients. These include reports, publications, powerpoint presentations, briefing papers, summary notes, policy papers, training modules, press releases, books, blogs and posters.
- Willingness to work in close cooperation with project and communication team at Taru.
- Ease in handling and writing on data related to science, technology and health.
- Arranging and editing content into chapters and sections.
- Precision in editing copy for spelling, punctuation, verb tense and form, syntax and grammar.
- Thoroughly proofread the content for referencing and citation.

Education and Experience

- Bachelor's Degree in any discipline.
- Excellent grasp of the English Language.
- At least 3+ years' experience in writing/editing for social sector advisories or consulting firms.

- Candidates with writing/editing experience in the fields of research and academia preferred.
- Proven track record of delivering under tight deadlines.
- Should be a teamplayer.
- Experienced in handling statistic data, graphs, maps, charts and powerpoint presentations.
- Should be a stickler for reference checks and must be familiar with referencing styles.

Interested professionals can apply to join our roster by sending their curriculum vitae, cover letter and three writing samples to ptrivedi@taru.co.in

Successful applicants' details will be added to our content roster and they will be contacted when an opportunity for content editing arises within Taru. They may be expected to start working on the project within 48 hours of being contacted.

#Jobs #JobOpening #ContentEditing #ProofReading #Hiring