PennTESOL East Position Description
PTE Voices Editor & Assistant Editor

About the Organization

PennTESOL East is a professional, non-profit association dedicated to the improvement and advancement of English language teaching. We are an affiliate of TESOL International serving Eastern Pennsylvania, Delaware, and South New Jersey. Our work includes advancing the field of TESOL in the region through professional development, community-building, and advocacy.

PTE Voices, the newsletter of PennTESOL, exists to provide a forum for writing that is practical, accessible, and relevant to English language professionals in our region. It is published quarterly and each issue contains 4-6 articles on a range of topics and subfields.

Position Overview

The PTE Voices Editor and Assistant Editor are appointed volunteer positions, important to the PennTESOL community. They work in collaboration with contributing writers, an outreach manager, and board members. Their primary task is to publish and distribute 4 high quality issues per year, in line with the editorial vision and standards.

Commitment and Term Length

Co-Editors are appointed to a two-year term. Co-editors should expect to commit around 5-7 hours per month (mostly asynchronous) and to hold periodic meetings with the editorial team.

Qualifications

Successful candidates will be PennTESOL members in good standing who demonstrate:
- exceptional reading, writing, and editing skills; experience in editorial positions is a plus;
- a strong understanding of the field in PennTESOL's regional service area and awareness of emerging trends and hot topics in English language teaching;
- the ability to manage complex multi-person projects through to completion; and
- a strong regional professional network.

Key Responsibilities

This position requires independently managing a number of tasks:
- Solicit, read, vet, and edit articles for publication
- Develop and manage a yearlong publication plan
- Collaborate with social media coordinator to distribute issues
- Communicate about publication schedule with PennTESOL board
- Conference: Ensure that issues contain coverage of biannual conferences

To Apply

The application process is the same for both positions. Please submit a resume and brief cover letter addressing the above points to pennsylvaniatesoleast@gmail.com by September 1, 2023. Please use the subject line “PTE Voices Editor Application”