



Part-Time Copy Editor, Remote

Fortify Health

Job Description

Team: Communications

Contractor Fee: INR 2,000 per hour (if India-based) or USD \$40 per hour (if USD-based). We will adjust the salary based on location if the successful candidate is based in a different location.

Hours: 2-8 hours per week, flexible working hours, based on editing requests and timelines

Location: Remote (preference to candidates based in India)

Terms of employment: 3 months with extension upon mutual agreement

*Please note: We will be reviewing applications on an ongoing basis before the closing date, so we recommend submitting applications as soon as possible. We only accept applications through the Google Form application form linked at the bottom of this page.

About Fortify Health

Fortify Health has a vision for a healthier world where everyone has the micronutrients they need to survive and thrive. We work toward this by enabling access to micronutrient-rich wheat flour to reduce and prevent iron deficiency anaemia. We currently work in many regions across India but are planning to expand to new regions in the coming years.

Fortify Health operates through three work streams:

1. Open Market Support: We support millers to cost-neutrally fortify chakki atta in the open market. Details of the regions we operate in and our beneficiaries can be found [here](#).
2. Government Partnership Support: We work with governments in India to mainstream wheat flour fortification through social safety net programs
3. Evidence Generation: We conduct monitoring and evaluation of activities to inform the public about the value of food fortification

To read more about our work and impact, visit our “What we do” section on our website [here](#).

How we work

We take a data driven approach to our work, heavily focusing on how we can have the most impact possible with the resources we have. This forms a core part of our organisational ethos. At Fortify Health, we value each of our team members and support their career development. This commitment to our team's growth and wellbeing extends to fostering strong interpersonal connections, which we prioritise despite our distributed

remote organisation, with our HR team organising regular online socials in addition to an annual full team retreat to build team cohesion.

About the role

We're looking for a Part-Time Copy Editor to help us ensure that our written materials are polished, clear, and consistent. If you're someone with an eagle eye for detail, strong language skills, and a passion for improving communication, we'd love to hear from you.

Responsibilities and activities

You will support teams across the organisation by reviewing and editing a range of documents—reports, proposals, presentations, and more. You will collaborate with team members to polish documents and offer editorial guidance while maintaining the original intent of the author. Your input will play a key role in shaping how Fortify Health is represented externally, including to donors, partners, government stakeholders, and the public.

- Review and edit documents for grammar, punctuation, spelling, syntax, and tone
- Ensure consistency in formatting and structure
- Improve clarity, flow, and readability while preserving the original voice
- Work with staff to clarify meaning or intent when needed
- Prioritise and manage multiple editing requests in a timely manner

Candidate profile

Requirements and Desirable Attributes

- Excellent command of written English
- At least 2–3 years of editing or proofreading experience
- Familiarity with editing for external audiences (e.g., donors, partners)
- Strong formatting and document presentation skills, including experience with PowerPoint and Canva
- Experience using AI tools (such as ChatGPT) to support copy-editing
- Proficiency in Microsoft Word and Google Docs
- Ability to work independently and manage deadlines
- Interest in the non-profit or development sector in India (preferred)

**If you're not sure about applying because you don't know if you're qualified,
we would really love you to apply anyway!**

TO APPLY

PLEASE FILL OUT THIS: [APPLICATION FORM](#)
