Editorial Assistant Internship

Overview

Readeezy, a digital library for struggling teen and older readers, is seeking highly organized and capable Editorial Assistants to join our intern cohort. You will be responsible for providing administrative and editorial support, ensuring accuracy and consistency across our publications. This includes coordinating with authors, editing and proofreading, and providing timely updates to the editorial staff. Although this is an unpaid internship, it provides the opportunity for a wide range of on-the-ground experience for those interested in a publishing career.

Who we are

Readeezy Literacy is a 501(c)3 not-for-profit company that has created a digital library specifically designed for struggling teen and older readers to improve their literacy outcomes as well as social and emotional growth. Our books include the following features: age-respectful storylines at an accessible reading level; illustrations throughout; checks for understanding using gaming as stealth assessment; critical thinking/problem-solving questions; assessment of non-academic learning (e.g., relationships, empathy, identity).

About our Readers

Readeezy's target audience consists of struggling, disabled older readers; therefore, we focus on publishing high-interest, low-reading-level stories that have illustrations on every page. These types of stories are engaging for their age group and can be easily read and understood by them. Unfortunately, a lot of books that are accessible to struggling readers are tailored towards elementary students. Older students are not interested in the juvenile content of these books, which leads to them refusing to read, which leads to them continuing to struggle. Our vision is to create a digital library that will help them enjoy the activity of reading again.

Readeezy stories are 3500-4000 word stories written at a 3rd or 4th grade level with 5-6 chapters.

We highly encourage anyone interested in this position to check out our books at readeezy.com to gain a clear understanding of the illustration style we are looking for. Because our target audience is older readers, we aim to publish both mature storylines and mature-looking, older characters. **We do not publish children's literature.**

Qualifications

- Major in English, Journalism, Creative Writing or related field
- Excellent written communication skills
- Attention to detail and accuracy
- Strong organizational and time management skills
- Proficient in components of Google Drive, especially Docs
- Able to work independently and collaboratively
- Able to commit 5-10 hours per week
- This internship is eligible for credit if approved by applicant's institution and follows all the requirements for this category.

What to Expect

- Reviewing 3,500-4000 word stories for grammar, spelling, punctuation, verbiage and formatting corrections, as well as catching errors in plot structure and illustrations (for instance: inconsistencies in names, plot events, etc.)
- Proof listening voiceovers, ensuring the audio matches the text
- Assisting authors with developmental and line editing as peer mentors
- Assist with rewriting stories to a lower reading level (1st–2nd grade reading level)
- Perform other duties as assigned
- Communication with Readeezy staff

Learning Outcomes

Students will:

- Develop advanced proofreading skills by mastering grammar, style and syntax.
- Develop a close attention to detail by identifying errors in copy.
- Increase their ability to handle new stories and talent, prioritizing multiple variables.
- Hone their skills to manage tight deadlines while keeping on schedule and maintaining high quality work.
- Enhance their communication skills by collaborating with both staff and fellow interns.

Credit

This internship is unpaid, but eligible for academic or course credit if approved by your educational institution. Students seeking this option should inquire with their academic advisor. Employers will work with the student and college advisor on achieving desired learning outcomes and completing all necessary paperwork. No more than 15 hrs per week. Accepting applicants for Summer, 2025. Please indicate the semester for which you are applying. Internship follows US Department of Labor internship guidelines and is in compliance with the following https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships

To apply, please send a resume and a cover letter to Maria Cleary at maria@readeezy.com.