

Proofreader

Communications Team · Remote · 2–4 hours/month

Be the final set of eyes before we hit publish.

WHAT YOU'LL DO

Give newsletters, email blasts, social media posts, and other GATC communications a final check before they go out — catching issues with spelling, punctuation, formatting, and accuracy. You'll work from shared docs and turn edits around quickly.

WHY IT MATTERS

You will help to ensure that every communication we send out reflects the quality and professionalism of GATC.

WHAT WE'RE LOOKING FOR

- A sharp eye for detail
- Comfortable with a quick turnaround, sometimes on short notice
- No professional proofreading background required

WHAT YOU'LL GET

- Flexible, fully remote — work on your own schedule
- A behind-the-scenes role that directly shapes how GATC sounds to its community
- Mentorship available from our Communications Director

Time Commitment	2–4 hours/month
Reports To	Communications Director
Interested?	Email volunteer@georgia-atclub.org