

RESUME PROOFREADER II

(2 to 4 hours per week)

General Duties: Perform final review of resume proofing and make changes if necessary.

Responsibilities:

- Read and review resume from Proofreader I.
 - Ensure that it sounds clear and easy to read.
- Verify the spelling of company names, cities, and states.
- Check for errors and make corrections if necessary.
- Ensure text is positioned correctly and lined up.
- Save the resume and email it to job applicant or client.

Requirements:

Proofreader II will need a computer and Microsoft Word. Resume writing experience is preferred but not required.

Please Note:

This is an overview of the main details of the role. It is not an exhaustive list.

Impact Change is a Christian organization. Volunteers can expect biblical principles to be shared in emails and meetings as well as prayer during meetings. Volunteers will be expected to have a commitment to Christ.