

# JAYE ELIZABETH ELIJAH ✨

(they and sometimes she)

jayelizelijah@gmail.com | jayelizelijah.com

Collaborative, process-oriented editor, writer, multimedia artist, and facilitator with a demonstrated history of work in small press publishing, youth programs, community wellness, and the arts.

## SERVICES

### FREELANCE EDITOR

January 2021 – current

Prepares manuscripts, documents, and other types of works for publication by delivering clear, coherent, consistent, and compliant copy while encouraging space for play, rule breaking, and multiplicity.

- ✦ Identifies conceptual and structural issues within a work; suggests changes to syntax and word choice for effective pacing, style, and flow; corrects mechanical errors while generating style sheets; addresses issues with layout
- ✦ Corresponds with authors regarding queries and corrections; interfaces with publishers, editorial teams, and designers; facilitates editorial meetings and offers editorial and production feedback
- ✦ Manages calendar for multiple projects at different stages of publication process; acquires new clients and participates in remote networking

Provides sensitivity reading and conscious language reviewing, screening content for offensive and outdated language, bias, exclusion, and misrepresentation while proposing remediation.

**Clients include** Nightboat Books, Milkweed Editions, Seven Stories Press, Pearson Education

## SELECT EXPERIENCE

### NIGHTBOAT BOOKS

Editor-at-Large

January 2021 – current

- ✦ Acquires manuscripts through solicitations, submissions, the Poetry Prize, and the Prose Reading Period
- ✦ Maintains long-term relationship with authors, from acquisition to developmental editing to production and design
- ✦ Copyedits final manuscripts and proofreads typeset books
- ✦ Collaborates with managing editor and editorial director for adherence to production schedule
- ✦ Developed house style guide
- ✦ Co-conceptualized pilot program for the Nightboat Editorial Fellowship to expand access and equity to editors of color

Publicity and Communications Coordinator, Fellow

January – December 2020

- ✦ Constructed outreach lists with Publicist; distributed pitch letters and press releases to potential reviewers and publications
- ✦ Project managed and developed Resonance\*, a COVID-19 response roundtable for solicitation and curation of submissions for three publications; commissioned visual assets with in-house designer; designed and published with WordPress
- ✦ Carried out intern responsibilities

Intern

September – December 2019

- \* Conducted digital publicity research for engagement and review of new releases; composed pitch letters
- \* Drafted email campaigns and newsletters with MailChimp
- \* Supported metadata output for marketing and sales via CoreSource; supported establishment of internal databases and automation with Little Green Light, Asana, and Monday.com
- \* Engaged in social media promotion, marketing campaigns, and asset creation
- \* Planned events and hospitality at New York City book launches
- \* Fulfilled web orders through WooCommerce and Pitney Bowes

## PARSONS SCHOOL OF ART AND DESIGN

Research Assistant

March 2020 – January 2021

Conducted artistic and academic research on visual culture and archival documents pertaining to the (abolition of the) prison industrial complex.

## WOMEN WRITING FOR (A) CHANGE (WWf(a)C)

Young Feminist Leadership Academy (YFLA)

June – August 2021

Built curriculum and taught WWf(a)C's semester-style training, Young Feminist Leadership Academy, to prepare high school youth for teaching future classes and camps, executing projects, and facilitating meetings throughout their academic and professional careers.

Assistant and Lead Facilitator

2014 – Current

Leads classes and camps dedicated to crafting safe, confidential spaces for gender-marginalized youth and adults to cultivate their voices while promoting self-expression, community care, and improved writing skills.

## EDUCATION & CLASSES

THE NEW SCHOOL: New York, NY

2020

BA in Literary Studies with a concentration in Poetry; Dean's BFA Scholarship in Illustration; Akilah Oliver Award; Eugene Lang Opportunity Award Grant; Gural Civic Engagement and Social Justice Scholarship

Going with Grace End-of-Life Doula Training (in progress)

2024

The Strology School, Fundamentals Course with Kirah Tabourn

2021

## SKILLS

- \* Proficient and precise editing following Chicago Manual of Style and various house guidelines
- \* Experience in Google Suites, Microsoft Office, Adobe Suites: Acrobat, Photoshop, Premiere, and InDesign
- \* Knowledge in subject areas of poetry and literature, Black feminism and social justice, wellness and self-help, astrology, divination, and mysticism