

TITLE: Assistant Editor

DEPARTMENT: Editorial

POSITION TYPE: Full-Time

SUMMARY: The Assistant Editor reports to the Managing Editor and helps oversee the entire news production operation of PhillyVoice.com and is responsible for meeting and exceeding audience performance benchmarks and production KPI's. This position requires a track record of leading and producing powerful, efficient, and impactful journalism for today's mobile, social, and educated audiences. PhillyVoice.com's best content informs, inspires people to engage with PhillyVoice, elicits emotional reactions, and delivers essential "utility." Stories can be local news that resonates more broadly and national stories that resonate locally.

Principal Responsibilities

- Responsible for day-to-day story editing and website management to ensure that content is fresh, accurate and timely to maximize audience engagement operations. (75%)
- Supervise the editorial staff and develop their skillset throughout the content production timeline including story selection, article construction, story accuracy, back-end CMS process, SEO, on-site placement rotations, and social media placements. (10%)
- Work in close collaboration with CEO, Managing Editor and Writers to identify and prioritize content publishing subject matter and process to maximize story production and audience engagement. (5%)
- Analyze social media post trends for staff to align overall tone with PhillyVoice best practices, frequency and overall strategy based on changing social media landscapes. (5%)
- Assist with staff scheduling and training to ensure proper editorial coverage and improve processes for call-outs and breaking news protocols after hours. (5%)

Requirements

- Must have 5+ years of experience editing and managing staff at a news organization. Links to most recent published clips or editing content must be provided.
- A bachelor's degree is preferred.
- Should have extensive experience using a CMS. This includes adding photos; writing headlines; and embedding videos and social media posts in articles.
- Must be creative (as it relates to idea generation and writing skills); have solid communication skills; be a strong team player; and have the ability to work autonomously (whether remotely or in the office) in a fast-paced environment.
- Knowledgeable of SEO best practices and comfortable with HTML.
- Knowledge of the Philadelphia/South Jersey region is mandatory.
- Must be willing/able to work evenings and as needed weekend shifts.
- Must be willing/able to remain in stationary position, often sitting for prolonged period of time.

Working Conditions

- Remote/co-working/shared office environment with moderate noise level; Able to work a current hybrid remote/in-office schedule.

References will be checked for all applicants.

*To be considered, send **resume and cover letter** to jobs@PhillyVoice.com. Please include "Assistant Editor" in the subject line.*

This position reports to the Managing Editor.

PhillyVoice is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, veteran status or any other status protected by law.