

TITLE: Copy Editor / Social Media Coordinator

DEPARTMENT: Editorial

POSITION TYPE: Full-Time

JOB SUMMARY: PhillyVoice seeks a journalist to be its Copy Editor/Social Media Coordinator. The ideal candidate could be an editor currently working for a news organization who is looking to learn new skills, or perhaps is an experienced writer who wants a larger role helping shape the course of a digital media outlet. The best applicants will be eager, organized and efficient, but this job is more than checking AP style and grammar. This person must think critically about how writers present information and then confidently edit articles and headlines, as needed, ensuring PhillyVoice's content is clear and engaging to our readers. For social media, this person will monitor the volume, quality and performance of posts to the PhillyVoice accounts and participate in conversations about Twitter and Facebook strategies. The candidate should be able to perform tasks independently and be comfortable interacting with writers about the quality of their work.

Applications must include a cover letter, elaborating on your professional experience and how it makes you a great match for this job. It is strongly preferred that candidates send resumes in PDF format, and links to select, relevant work samples are welcome.

Responsibilities

- Edit daily content from editorial staff and freelance writers for overall accuracy, quality and journalistic best practices.
- Coordinate with editorial leadership and report on post volumes and other metrics for the PhillyVoice social media accounts. This includes compiling regular reports for analysis and ensuring staff members are generating the target number of posts. Training will be provided regarding creating reports.
- Communicate openly with executive leadership and individual writers about the quality of the staff's work.
- Manage and prioritize workload to ensure articles are published to PhillyVoice in a timely manner that maximizes readership and newsworthiness. The person in this job will be asked to keep accurate records of daily editing volumes.

Requirements

- Understand and apply principles of journalistic best practices, as well PhillyVoice's own standards
- Meet deadlines without compromising editorial quality and effectively manage multiple editorial projects
- Minimum two years editing experience with an online and/or print news organization or equivalent journalism experience
- Thorough knowledge of AP style
- Strong headline writing skills and knowledge of SEO best practices for news organizations
- Basic knowledge of HTML or willingness to learn elementary coding skills
- Proficient in data gathering and analysis
- Experience working with a CMS platform and willingness to learn PhillyVoice's custom system.
- Ability to work independently – and remotely when required
- Bachelor's degree in journalism or English preferred.
- 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.
- Knowledge of the Philadelphia/South Jersey region is strongly preferred.

Working Conditions

- Remote/co-working/shared office environment with moderate noise level; Able to work remotely with manager's approval.
- Must be willing/able to work early mornings and/or evenings and weekend shifts.
- Must be willing/able to remain in stationary position, often sitting for prolonged period of time.

References will be checked for all applicants.

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

This position reports to the Managing Editor of Curation. 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.