

SUCCESS EPITOMIZED

Success is predictable when you have the right keys.

ASSISTANT EDITOR

Objective

Assistant editor manages all stages of the publication process. As an assistant editor, you will support the editor-in-chief to administer, plan and produce various publications. Ultimately, you should be able to deliver exceptional and informative content to meet audience preferences.

Essential Duties & Responsibilities

- Collaborate with the editor-in-chief to research and plan new articles
- Commission articles
- Liaise with team members (e.g. writers, reporters and photographers) ensuring deadlines are met
- Write and edit pieces
- Proofread and check articles for accuracy
- Suggest possible sources and improvements for pieces
- Choose supporting material, like images and illustrations
- Follow current events and developments and suggest original ideas
- Use social media and SEO to draw attention to articles
- Provide administrative support to the editor-in-chief

Qualifications

- Proven work experience as an assistant editor
- Strong writing and proofreading skills
- Experience with MS Office, InDesign, or other publishing tools
- Familiarity with SEO and social media platforms
- Proficiency in English
- Attention to detail
- Excellent communication skills
- Ability to prioritize and multitask
- BSc degree in journalism, communications or related field



Location

Virtual, In-home

Employee Type

Full-time, Part-time

Manage Others

No

Experience

B.A. in communications, English, journalism, or a similar subject

Travel

No

Compensation

\$24,000-\$60,000+

Interested in applying for this position?