Assistant Editor

SUMMARY:

The Assistant Editor is responsible for reviewing digital content for various platforms. The position requires extensive knowledge of proofreading and editing written analyses for appropriate grammar, spelling, and Associated Press (AP) style guidelines. The Assistant Editor must possess strong research skills and the ability to confirm quoted information and details for accuracy using original sources.

DUTIES AND RESPONSIBILITIES:

• Work with Chief Editor and content team reviewing articles daily

• Proofreading and editing articles for accuracy, enhancing as needed

• Researching and creating short daily blogs based on trending topics as needed

• Updating existing content to revise outdated information

• Ability to consistently convey brand's voice, tone, style to copy as needed

• Review and edit headlines according to style guideline on a tight deadline

QUALIFICATIONS / REQUIREMENTS:

• Bachelor's degree in English, Journalism, Communications, or a related field preferred

• 3+ years of editing experience

• Strong understanding of AP style

• Excellent proofreading, grammar and writing skills

• Ability to meet deadlines, multitask, prioritize, and manage time efficiently

• Proficient with Microsoft Word and Office Suite

• Highly motivated and self sufficient