# SUCCESS EPITOMIZED

Success is predictable when you have the right keys.

# ASSISTANT EDITOR

## **Objective**

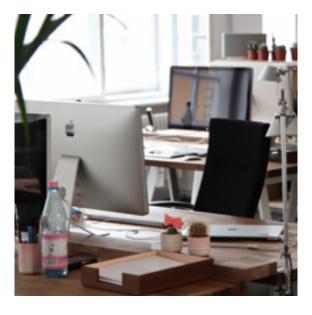
Assistant editor manages all stages of the publication process. As an assistant editor, you will support the editor-in-chief to administer, plan and produce various publications. Ultimately, you should be able to deliver exceptional and informative content to meet audience preferences.

## **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**

Νο

#### **Experience**

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

#### **Travel**

No

#### **Compensation**

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

Interested in applying for this position?