



## Deputy Editor

Contact: [jobs@truthdig.com](mailto:jobs@truthdig.com)

<b>JOB TITLE:</b>	Deputy Editor
<b>SALARY:</b>	<i>Competitive salary and benefits</i>
<b>DEPARTMENT:</b>	Editorial
<b>LOCATION:</b>	Remote and in person

We are a progressive online journal of news and opinion that provides insightful and accurate reporting on current issues of the day. We offer a solid and reliable resource for those who want to explore important topics in more depth, and from different perspectives. In addition, it is our mission to create a home for contributors and editors that want to provide thoughtful, creative, provocative and proactive ideas that may lead to positive changes to current injustices.

While we are a vibrant work environment that prizes innovation and free thinking, we also highly prize integrity and quality journalism. We are thought leaders, not followers. We love introducing our readers to the stories that matter and people who aren't being talked about yet.

This is a place for insightful spirited people who want to see progress. We know that quality journalism not only informs, but may ignite positive systemic change.

### GENERAL JOB DESCRIPTION

The Deputy Editor is accountable for ensuring best practices and high quality journalism. The DE understands the news industry, the progressive community and sees the big picture, leading the team with their news sense, an overview of new ideas and technologies, while reinforcing the mission of the website.

In order to help grow the site, the DE coordinates between editorial, development, publishing and works with the social media director. They lead in outreach, overseeing affiliate programs and generating newsletters for our donors and subscribers. They enhance the reader's experience through highlighting noteworthy aspects from stories, social media and commenters' reactions. Their curation helps provide more resources for deeper analysis for our readers.

The Deputy Editor collaborates with and reports to the Publisher.



## MAJOR DUTIES AND RESPONSIBILITIES

### **Must:**

- Cultivate staff
- Have strong, error-free writing skills, publishable
- Write newsletters that promote the website
- Review submissions and cultivate new writers
- Oversee and affirm Editors' Picks
- Have ability to work with diverse writers, edit their pieces while maintaining the integrity and voice of the writer and piece
- Make sure anything assigned to be published through the DE has correct permissions
- Generate ideas of new ways of covering a variety of topics and communicate those with the Publisher and the ME
- Periodic contribution of original blog items, articles, interviews, reviews, profiles and multimedia stories
- Occasional live blogging
- Be able to participate in promotional events
- Train new staff members and interns on the website's mission, vision and culture
- Have an overall understanding of the website's development and servers
- Recruit new writers and help vet writers recruited by other team members
- Lead weekly editorial meetings and monthly overview meetings
- Communicates and works with office staff when required
- Analyze data to make informed editorial decisions and business suggestions
- Lead monthly business meetings to discuss planning, data, budget, goals, staffing, etc.
- Meet regularly with Publisher, ME, Social Media Director and Development Director
- Coordinate and strategize with Development Director on promotional events, pop-up ads, newsletter and social media campaigns
- Calendar awards requirements and create applications
- Network and create alliances with affiliates

## QUALIFICATIONS FOR THE JOB

### ***Education:***

BA or higher in Journalism, Communication, or related field required.

### ***Experience:***

A minimum of 5 yrs. in an editorial managerial position within a web-based news organization. Previous writing and editing experience in the Industry.

### ***Other:***

Proficiency with CMS and HTML  
WordPress expertise



## COMPETENCIES

- Excellent writing skills
- Excellent editing skills
- Must be able to think holistically about site's needs and goals
- Wide degree of creativity and latitude
- Strong presenter, communicator, and leader
- Strong networking skills
- Improvement oriented
- Solutions oriented
- Strong news sense
- Attention to detail
- Ability to think and construct thematically
- Analytical and critical thinker