



Managing Editor

Contact: jobs@truthdig.com

JOB TITLE: Managing Editor
SALARY: *Competitive salary and benefits*
DEPARTMENT: Editorial
LOCATION: 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 Managing Editor looks for stories that contain unconventional wisdom and that drill beneath the headlines. They make sure the site stays fresh, interesting and trustworthy and decide which stories are newsworthy, procure content and write original content for the site.

The ability to write and edit copy are as important as the ability to organize and communicate with people. Oversees and manages the day-to-day operations of the publication. Works with staff, regular contributors and hires new progressive voices that are unconventional and unexpected. Must be able to work with management and a staff that includes full and part-time employees as well as independent contractors. Works with the Social Media Director to expand our affiliate outreach and promote audience growth. Promotes internal practices that ensure SEO optimization. Oversees newsletter production and distribution to affiliate news sites.

The ME is responsible for executing editorial vision, keeping the site running smoothly and should also contribute their own new ideas for the growth of the site.

MAJOR DUTIES AND RESPONSIBILITIES

Must:

- Have excellent writing skills
- Have ability to work with diverse writers, edit their pieces while maintaining the integrity and voice of the writer and piece
- Plan and coordinate incoming pieces including multi-media and original content
- Manage workflow
- Understand the timeliness of a piece and its shelf life
- Coordinate with staff, including editors and copy editors to make sure posting is efficient, relevant and that no double posting occurs
- Ensure website has permissions for posting or reposting before any item is published
- Make sure pieces are published with the appropriate timing to keep the integrity of the piece and keep the site fresh
- Ensure content variety and oversees layouts of the site's pages to make sure the site stays fresh
- Create original blogs for reposts and briefs for originals
- Live blogging
- Assign, create and/or post a variety of blog items, articles, interviews, reviews, profiles and multimedia stories
- Look for quality, postable material from content partners or free media.
- Find, photo edit and post photo illustrations for articles
- Respond to pitches and submissions, recruit new writers and commission pieces
- Interface with Social Media Director on content
- Occasionally create content for social media platforms
- Cultivate staff, assess what is needed to improve skills
- Analyze data (including Google analytics and social media reports) to make data-informed decisions
- Present findings in weekly staff meetings
- Produce weekly reports on editorial activity
- Communicates and works with office staff when required
- Be able to participate in promotional events

JOB QUALIFICATIONS

Education:

Bachelor's degree or higher in Journalism, Communications or a related field required

Experience:

A minimum of 3 yrs. in an editorial managerial position within a web-based news organization. Previous writing and editing experience in the news industry. Excellent news sense, including a strong working knowledge of politics and current events.



Other:

Proficiency with CMS and HTML

WordPress expertise

Skills with video recording and editing a plus

Skills with audio recording and editing a plus

Photography skills and photo editing a plus

COMPETENCIES		
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| <ul style="list-style-type: none">• Excellent news sense | <ul style="list-style-type: none">• Great attention to detail | <ul style="list-style-type: none">• Ability to multitask |
| <ul style="list-style-type: none">• Ability to think and construct thematically | <ul style="list-style-type: none">• Good listener and communicator, works well with team as a leader and coach | <ul style="list-style-type: none">• Solutions oriented, focusing on consistent improvement |
| <ul style="list-style-type: none">• Analytical and critical thinker | <ul style="list-style-type: none">• Wide degree of creativity and latitude | <ul style="list-style-type: none">• Ability to follow short and long-term projects to completion and follow-up |