

Voice of San Diego Job Description & Specifications

TITLE: Assistant Editor

EXEMPT: Yes

REPORTS TO: Andrea Sanchez-Villafaña, managing editor

SUMMARY: The Assistant Editor will help Voice of San Diego expand the capacity and quality of its newsroom. Working under the direction of the Managing Editor, the Assistant Editor be responsible for the daily production of our newsletters, ensuring clean copy, strong headlines, and on-time publication. In addition to newsletter production, the Assistant Editor will oversee the bi-weekly Border Report, our Op Eds and our photography and illustration freelancers. The ideal candidate should have strong project management skills, excellent editing skills, and the ability to work well in a team. A candidate who is bilingual in English and Spanish is a plus.

The Assistant Editor is expected to work a time-shifted schedule from noon to 8:30 p.m., Mondays through Fridays.

Voice of San Diego has been a pioneering investigative, nonprofit news organization for almost 21 years. Our writers have the freedom and responsibility to tackle the biggest issues we encounter. We believe San Diego is strong enough to face its most uncomfortable and intractable problems. But we also seek to educate, enlighten and entertain readers who care about San Diego's future and seek an excellent and just government.

See our [Guidelines for New Reporters](#) for more about our unique approach.

Compensation is commensurate with experience. Salary range is \$90-95,000. Compensation includes health, life, and disability insurance plus a 401k savings plan and company match.

To apply, submit your resume, cover letter and work samples to VOSD_HR@voiceofsandiego.org. Thank you.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In coordination with the managing editor, work with staff writers to optimize daily offerings.
- Ensure newsletters are published on time and that content is informative, entertaining, and accurate.
- Supervise all freelancers, including the Border reporter.
- Conduct fact-checking and copy editing.
- Write and edit daily posts, particularly short posts and daily round-ups.
- Solicit and manage op eds, letters and commentaries from the public, in coordination with the managing editor.
- Attend weekly editorial meetings.
- Other assignments as identified.

SUPERVISORY RESPONSIBILITIES: Manage various freelancers, including Border Reporter, photographers, and illustrators. Also manage Op Eds.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements following this paragraph are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

- Editing -- Mastery of AP style.
- Critical Thinking – Ability to execute multi-faceted projects.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; able to explain reasoning for judgment.
- Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and is an independent self-starter.
- Initiative – Looks for and takes advantage of opportunities.
- Organizational support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values.
- Strong Media Judgment – Provides critical review of work to ensure everything Voice publishes is to the highest possible standard.

EDUCATION and/or EXPERIENCE:

- A minimum of two years editing experience in a professional news organization, or equivalent experience.
- Bachelor’s degree in journalism, English, communications or a related/equivalent degree; or experience reporting, writing and editing content for a news organization.
- Experience writing and publishing for digital platforms in a fast paced, daily newsroom.
- Must have a strong command of spelling, grammar and punctuation.
- Must have advanced writing, editing and communication skills; write clearly and concisely; be accurate and unbiased; be curious and creative.
- Demonstrable understanding of libel law.
- Must be able to schedule effectively to meet deadlines.
- Must possess extreme attention to detail and accuracy, organizational skills, and an understanding of how to write and publish for the Web.

LANGUAGE SKILLS: Ability to read and interpret all forms of general business periodicals, professional journals, technical procedures, or governmental regulations. Advanced writing, editing and communication skills; must write clearly and concisely, with accuracy and creativity. Ability to effectively present information and respond to questions from groups or individuals. Must be able to communicate to individuals and groups with differing educational backgrounds and cultural norms. Proficiency in Spanish or another second language is desirable.

COMPUTER SKILLS: Advanced computer skills are essential. Command of Microsoft and Google suites plus keyboarding, email applications, contact management and other computer skills.

MATHEMATICAL SKILLS: Basic mathematical skills such as the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Current driver's license and automobile insurance to drive to meetings and speaking engagements.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to type on a computer keyboard as well as finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; bend, lift and climb stairs while carrying supplies or equipment. The employee is occasionally required to taste and/or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee frequently sits for long periods of time at a desk in an office. The employee may be required to stand for over an hour and observe meetings, people and events. The employee must frequently lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

AT-WILL: The individual hired in this role is at-will and will be subject to termination by the employee or the Company, with or without cause, with or without notice, and at any time.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

The Company will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please contact Julianne Markow at 619-550-5673 or julianne@vosd.org.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

The Company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender or gender identity, national origin, disability status, protected veteran status or any other characteristic protected by state or federal law.