

Wanted: Part-time bilingual editorial assistant

The Nevada Independent En Español is seeking a part-time, bilingual editorial assistant who speaks Spanish with native proficiency to assist with creation and promotion of our [Spanish-language news content](#).

This position requires approximately 3-4 hours of work per weekday. Work schedule is flexible and the job is work-from-home. Pay is \$17 per hour.

The preferred candidate has:

- Journalism experience
- Native proficiency in Spanish and strong writing skills
- Expertise in social media
- Willingness to work extended hours during busiest times, including Election Day
- Familiarity or willingness to learn Audiogram, Infogram, Canva or similar graphic design program

Tasks will include:

- Helping produce a weekly Spanish language newsletter in Mailchimp
- Posting on social media channels
- Developing basic graphics to promote stories and communicate news
- Adapting audio stories into written versions
- Administrative and data entry tasks
- Communicating with media partners to facilitate content-sharing
- Other tasks as deemed necessary by members of Spanish editorial team

Your next step? Click [here](#) to answer a few questions and upload your resume. Applications will be accepted at least through Feb. 19, 2022 or until a suitable candidate is found.