WANTED: Assistant Editor

*The Nevada Independent* is looking for an energetic, experienced assistant editor to join our newsroom and participate in all stages of the publication process. You will support the editor-in-chief to plan, administer and produce content for our website and other channels.

The right candidate will be able to help us deliver exceptional and informative content on our wheelhouse topics: government; elections; the economy; education; health care; immigration; energy; criminal justice and the courts.

**Responsibilities**

- Collaborate with the editor-in-chief and other assistant editors to create and manage a pipeline of stories and other content
- Follow current events and developments and suggest original story ideas
- Work with a team of reporters and photographers to ensure deadlines are met, including directly editing, managing and helping develop staff
- Work as a player/coach, toggling between supporting the needs of the team while also occasionally producing content
- Help edit and develop story ideas for a podcast and for video
- Occasionally manage or oversee large-scale newsroom projects, such as an elections page or other special, dedicated coverage
- Proofread and check articles for accuracy
- Suggest possible sources and improvements for stories
- Choose supporting material, including pull quotes, files, images and illustrations
- Provide some administrative support to the editor-in-chief

**Requirements and skills**

- Proven work experience as a senior reporter or assistant editor
- Strong management skills
- Ability to constantly juggle priorities and multitask
- Attention to detail
- Excellent communication skills
- Strong writing and proofreading skills
- Experience with Google Office products and WordPress or similar
● Familiarity with SEO and social media best practices
● Proficiency in English, bi-lingual (Spanish) is a plus
● BA or BS degree in journalism, communications or related field

Compensation
● Salary range is $70,000 and $90,000 depending on education, work experience and other factors.
● Health, vision and dental insurance is provided (no premiums).
● A 401(k) plan with a $2,450 annual match is available.
● Cell phone use reimbursement = $25 per paycheck.
● 10 paid holidays and 15 days of PTO annually to start

Ready to learn more about The Nevada Independent and our need for an assistant editor? Answer a few questions to get started.