

Wanted: Part-time bilingual editorial assistant

The Nevada Independent En Español is seeking a part-time, bilingual editorial assistant who lives in Nevada and 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 written Spanish and strong Spanish speaking skills
- Expertise in social media
- Willingness to work extended hours during breaking news and for last-minute tasks as needed
- Familiarity with Canva, Audiogram, Infogram, or similar graphic design programs

Tasks will include:

- Translations, typically for social media posts
- Adapting audio stories into written versions
- Appearing on informational videos - Appearing on radio and/ or TV shows for interviews about Nevada Independent stories
- Helping produce a weekly Spanish language newsletter in Mailchimp
- Writing and translating copy for social media
- Scheduling and posting on social media channels
- Developing basic graphics to promote stories and communicate news
- 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 Friday, May 19, 2023 or until a suitable candidate is found.