

The Eastsider

Assistant Schools & Newsletter Editor & Writer Part-Time Position

August 15, 2022

[The Eastsider](#) is looking for an assistant editor to help with the coverage of Eastside schools and assist with the production of our Daily Digest newsletter.

This is a 10- to 15-hour-a-week position funded through June 2023. The pay would be \$25 to \$30 an hour, depending on experience. The editor will work remotely and will be supervised by the publisher.

Ideal candidates will have experience as a writer and editor at an online news publication and preferably live in or be familiar with our [Eastside coverage area](#). A journalism degree is preferred, as is training in journalism ethics.

The candidate must be able to work closely with writers, photographers and the publisher. They must be able to learn a variety of digital platforms and tools involved in editing and publishing online.

Among the Editor's Duties:

- Generate and assign stories/photos/graphics in partnership with writers and publisher
- Set up, maintain and track stories in an editorial calendar
- Edit stories and items for accuracy, grammar and create versions for website and newsletter
- Set up stories with headlines in content management system
- Resize and edit photos for newsletter, website and social media
- Manage the production of the Tuesday Daily Digest newsletter featuring school coverage
- Promote education stories on social media
- Maintain record of stats from web and social media
- Meet with publisher at least once a week

Skills

- Organized and a self starter
- A command of the English language and grammar
- Familiar with copy editing, proofreading and working with writers
- Experience promoting stories on social media (Facebook, Instagram, Twitter and eventually TikTok) for the best results
- Familiar with Google Docs, Google Sheets and online photo editing apps
- Be flexible and be willing to adapt to changing role and responsibilities

Please send a resume and links to published stories to hello@TheEastsiderLA.com

About The Eastsider

[The Eastsider](#) is a community news website that publishes original stories and curated summaries focused on our [Eastside coverage area](#). The Eastsider is owned and operated by Jesús Sanchez. [Go here](#) to find out more about The Eastsider

-- Jesús Sanchez, Publisher