

Editorial Assistant for Wudan The Reporter LLC

Award-winning independent journalist [Wudan Yan](#) is looking for an editorial assistant to help manage logistics and research for her business. Wudan is a journalist, writer, researcher, and host of the podcast, [The Writers' Co-op](#), a business podcast for freelance creatives. She will be launching a third, media-adjacent business towards the end of 2024.

The editorial assistant will:

- Assist in research for news and feature stories
- Assist with fact-checking, as needed
- Read editorial contracts, point out problematic clauses, and learn to suggest changes to legalese
- Chase down and impose late payments
- Research and edit grant applications
- Help with other administrative tasks, as needed

The ideal candidate will:

- Be located in Pacific Standard Time. (Other time zones OK, but ideally you will be available during PST working hours)
- Have at least one year of experience in journalism or another writing field (recent graduates from journalism and writing programs are welcome to apply)
- Be interested in magazine or investigative journalism; multimedia journalism (including podcasting)
- Have a strong interest in learning how to run a successful, efficient freelance writing business
- Be organized, efficient, independent, and communicative
- Be able to commit to this position for a minimum of one year, and a maximum of two

The position will begin September 1, 2024, with onboarding and training in August. Pay starts at \$25/ hour. Wudan will also offer mentorship, connections to editors, edits on pitches, and more, depending on your career goals.

Please note: this is a freelance (1099) position. No benefits (health insurance, retirement etc) come with this position.

[If interested, please fill out the following application.](#)

Applications are due May 23, 2024, 11:59pm PST.