

Editor

The Editor for Adsoka is responsible for gathering, editing and generating content for web sites, social media sites, newsletters, e-mails, advertisements and other marketing concepts. The Editor also serves as the resident expert on grammar, spelling and style.

Responsibilities:

- Provide copy for all marketing projects (40%)
- Contribute to the Adsoka team's efforts to foster a culture of excellence in research (30%)
- Check facts and raise queries (20%)
- Clarify text and graphics for thought, continuity, applicability, readability, and adherence to messaging (10%)

Skill Requirements:

- Familiar with AP and Chicago Style
- Excellent written and verbal communication skills
- Mastery of the English language and writing conventions
- Knowledge of standard editing protocols
- Ability to clearly and effectively communicate complex ideas
- Ability to give constructive feedback to others

Characteristics:

- Detail-oriented
- Able to multi-task and use daily time management skills
- Strong organizational skills
- Self-motivated
- Able to accept constructive feedback

Applicant Requirements:

- Applicants need to have at least 2 years experience and/or demonstrated abilities to perform the work