

Spanish Language Editor Responsibilities

Include:

- Coordinating online or print publishing cycle and managing content areas
- Setting publication standards and establishing goals and expectations
- Suggesting stories and generate headline ideas in alignment with targeted audience's preferences

Job Brief:

We are looking for an Editor, with a good sense of what makes an interesting angle to a story, to juggle all the moving parts of publications. You will plan, coordinate, review and edit content written in the Spanish language. The successful candidate will be able to decide which ideas should be pursued and which should get dropped in order to meet quality and accuracy standards. The goal is to provide exceptional, informative, and engaging content.

Responsibilities:

- Coordinate online or print publishing cycle and manage content areas
- Set publication standards and establish goals and expectations
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Coordinate layout (artwork, design, photography) and check content for accuracy and errors
- Proofread, edit, and improve stories or pieces
- Recruit and manage writers and reporters
- Cooperate and liaise with designers, photographers, advertising reps, writers, artists etc.
- Comply with media law and ethical guidelines
- Attend and hold weekly content strategy meetings.
- Meet deadlines
- Coordinate with the Spanish Department on campus to find new writers for the section

Requirements:

- Strong writing/editing/proofreading skills in Spanish
- Experience with MS Office Suite
- Excellent written skills in Spanish as well as English
- An eye for detail along with critical thinking

- Prioritizing and multitasking
- Team worker
- Have 3-6 hours per week to dedicate to *Vista*