

Port Ludlow Voice News & Community Editor Job Description

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The *Voice* news and community editor generates and organizes articles about upcoming events and general news in the community. Typical responsibilities include the following:

- Establish a working relationship with various community members for the purpose of news-gathering.
- Regularly communicate with monthly contributors regarding article ideas and deadlines.
- Coordinate incoming submissions from a variety of sources.
- Follow up with contributors to ensure accuracy of information.
- Edit articles for grammar, tone, readability, and conformance with the *Voice* style guide.
- Process and format some 10 to 20 articles per month, and prepare them for the proofreaders.
- Track submitted photos and write captions.
- Keep a status log of articles in progress.
- Respond promptly to internal staff communications, to ensure that articles stay on track.
- Participate in staff meetings, discussions, and decision-making on content.
- Write occasional articles for publication.

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