



Managing Editor

Time commitment: 10 - 20 hours per month

Responsibilities

- Edit and schedule roughly 20 contributor and sponsored posts each month.
 - Check for spelling, spacing, complete sentences, correct grammar/punctuation, etc. Add bullets, sub-headings, etc. as necessary for clear formatting, ease of scanning, strong SEO, etc.
 - Add SEO keywords, titles, and description.
 - Check for appropriate category selections and tags (update as needed)
 - Check that links are set to open a new window. (In sponsored posts, links should also be noted as nofollow.)
 - Sponsored posts must include language noting it is sponsored before the sponsor's name is mentioned.
 - Edit images as needed (generally display as 600 pixels wide, add image descriptions so they are Pinterest ready, e.g. Post Title | Portland Moms Blog)
 - Schedule posts a minimum of one week out.
- Promote posts via social platforms (utilizing Co-Schedule plugin for Facebook and Twitter)
- Coordination of basic team editorial calendar
- Communicate with contributor team regarding topics and publication dates.
- Brainstorm series and post ideas with PMB team
- Active participation on social media platforms, liking of posts, etc.
- Attendance at PMB events, meetings with owner, and occasional contributor meetings (all scheduled with advance notice - some may be via phone or web conference)
- Professional representation of Portland Moms Blog at all times, both online and offline. This includes, but is not limited to, adhering to best blogging practices and ethics in social media

Qualifications

- Strong writing and editing skills (professional experience preferred)
- Knowledge of and experience with key social media platforms
- Ability to communicate clearly and concisely (written and verbal)
- Ability to meet deadlines and follow through on commitments
- Passion for connecting moms with each other

Compensation

- Contract position at \$150/month (compensation to be reviewed after the first three months)