

Managing Editor

East Lansing Info - East Lansing, MI

East Lansing Info (ELi) was founded in 2012 as an unincorporated citizen news cooperative - running like a volunteer organization rather than a business. The idea was to provide a place where factual local reporting could be shared among people who wanted to know more about what was happening in East Lansing. In 2014, ELi became a 501(c)(3) nonprofit service. The organization has grown significantly over time, bringing 581 original reports from nineteen local reporters and two contracted photojournalists in 2021.

Because of the departure of key leadership staff to pursue other work, ELi has been in quiescent mode since May 7, 2022. Since that time, the Board of Directors has formed a special Task Force to research and make recommendations to help the ELi Board of Directors create a successful and sustainable future for the organization.

ELi is currently seeking its next Managing Editor. The Managing Editor is primarily responsible for the news reporting published on ELi's website (eastlansinginfo.news). ELi in the past has used forms of publication beyond its website – a podcast, paper edition, emailed newsletters, etc. – and may in the future utilize other means of publication. In that case, the Managing Editor would also be responsible for the news reporting shared via those other means.

Responsibilities

- Handles the story budget
- Oversees reporting assignments, including for photojournalists
- Edits or assigns editing duties for all reporting
- Publishes material to ELi's WordPress site, including managing framing (choice of photo, headline, summary composition)
- Decides on publication schedule
- Loops in staff (proofers, social media manager) on the publishing schedule
- Handles uncomplicated requests for corrections

Desired Skills

- Strong experience in writing and editing
- Familiarity with WordPress
- Attention to detail and quality-control
- Outstanding communication and people skills
- Excellent organization and leadership skills
- Abilities in planning and coordinating
- Google Suite

Job Details

Salary: \$24,000/yr

Job Type: Part-Time (est. 20 hours per week)

Location: Work from Home, proximity to East Lansing is important (residency in East Lansing)