

Managing Editor of The Urbanist

Full-time salary \$45,000 to \$55,000, depending on qualifications

[The Urbanist](#) is seeking a dynamic leader to manage our content production. Qualified Managing Editor candidates must be able to identify stories relevant to our urbanism-focused audience, edit articles for grammar and style, and work with our freelance and volunteer reporters and columnists to hone stories and improve their craft. Our team is based in Seattle, but this is largely a work-from-home position, with occasional travel to local press conferences or other newsworthy events.

Responsibilities:

- Edit articles before publication to maintain our house style and quality standards.
- Identify important stories to cover to meet our mission and goals in concert with the executive director.
- Map out the schedule for publishing articles and hold writers to deadlines.
- Recruit and mobilize freelancers and volunteer contributors.
- Coach writers in journalism basics and our adaptation of Associated Press Style.
- Attend the occasional press conference.
- Write stories or editorials as time allows.
- Aid in occasional fundraising activities in partnership with the executive director.
- Track publishing stats to report to executive director and board.

Requirements:

- Strong writing and editing skills.
- Skilled communicator and volunteer manager.
- Familiarity with urbanism and our core coverage areas of transportation and housing policy, particularly in context of the Puget Sound region.
- Commitment to our racial equity and social justice goals.

Preferences

- Good at managing deadlines.
- Ability to take initiative and work independently.

Compensation: The Urbanist is in the middle of a growth phase from an entirely volunteer-run organization to one with paid, full-time staff. While we are committed to working towards increasing and adding competitive health benefits, our revenue does not currently support that level of compensation. This position is therefore listed between \$45,000 and \$55,000. Health, dental, and retirement benefits are not included. Three weeks of paid time off is provided.



We recognize that the compensation package means this position is not accessible to every qualified applicant. We are a fast-growing organization and are eager to find a candidate who is able to join us on the ground floor and help us grow our organization and this role into one compensated at a more competitive level.

To apply

Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume and an editing portfolio or writing sample to jobs@theurbanist.org. We're accepting applications through April 15.

The Urbanist is committed to hiring and advancing personnel from traditionally underrepresented communities with an explicit regard to Black people, Indigenous people, people of color, immigrants, LGBTQIA people, and disabled people.