

Overview:

CLEARLINK is hiring a full-time Community Editor to help proof and edit articles from freelance writers. Ideal candidates should have experience in editing articles not only for clear writing and good grammar, but also to ensure they meet individual brand/site goals. Experience in marketing is a huge plus.

We need someone who notices all the little details, can juggle multiple projects at once, give clear written feedback, and meet deadlines. You need to be able to edit for both punctuation and grammar, clarity, and logical completeness. The person in this role should also be able to communicate effectively regarding their progress, goals, and estimated timelines for completed work.

Responsibilities:

- Manage multiple projects at once and always meet deadlines
- Give constructive, clear, and kind feedback to freelance writers
- Take feedback in strides
- Edit copy for punctuation, clarity, compliance standards, and logical completeness
- Work with the Content Manager, Content Director, and marketing teams to ensure articles and other content are meeting goals
- Conduct research, as necessary

Requirements:

- Writing and editing experience
- Strong eye for detail
- 1+ years' experience writing and editing
- Preferred degree in English, marketing, journalism, or related field
- Preferred experience with marketing or online content
- Editing samples/portfolio

Qualifications:

- Skilled in helping others write clear, driven, and creative content
- Strong organizational skills, able to self-manage time
- Ability to adhere to in-house style guide and brand guidelines
- Thrives in a fast-paced environment with strict deadlines

About CLEARLINK

CLEARLINK's team of 1,000+ employees is headquartered in Salt Lake City and has been creating marketing content services for Fortune 500 companies for over 12 years. At CLEARLINK you will have opportunities to work with people who are as passionate as they are talented, develop yourself and your skills, and create valuable content and relationships every day. We also like to reward our employees:

- Up to 100% healthcare for your entire family
- Over two weeks paid time off
- Paid ski days, wellness activities, and team outings
- Fully-stocked break room and gourmet coffee
- On-site workout facility
- All-expense paid vacations for top employees

Send resume and samples/portfolio to Ashley Walton, Director of Content:

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