



Join Our Team!

Who We Are: The Public's Radio and Rhode Island PBS have recently merged in a move to build on their commitment to community service and local journalism in Rhode Island and southeastern Massachusetts, and we're hiring! As part of our commitment to expand our digital reach, we're looking for a Digital Editor to edit digital content, build and manage projects, and manage digital content from partner media organizations. This is a fantastic opportunity to be part of an organization that is rapidly evolving to meet the growing audience demands for digital content.

Position: Digital Editor

Reports to: Chief Content Officer

Supervises: None

Location: Providence, RI (in-person only)

Type: Full-Time

Exempt / Non Exempt: Exempt

Basic Function: The Digital Editor is responsible for taking web content from concept to publication by overseeing the creation and implementation of digital content. To achieve success, the Digital Editor will need to work collaboratively with staff members at all levels of the organization and build lasting relationships with key vendors. Knowledge of SEO best practices and relevant software innovations should be rigorously applied. Staying up-to-date on the latest trends in digital technology and demonstrating creative thinking and problem solving abilities related to that information is key to the Digital Editor's success.



Specific Duties (including but not limited to):

- Editorial decision-making: Working with editors and reporters to plan and coordinate broadcast and digital content
- Website: Editing web stories, including copy editing, photo editing, and headline-writing; curation of special digital series and projects; and developing photo galleries and data visualizations
- Newsletter: Writing and distributing a daily email newsletter
- Social media: Participating in and supporting strategic social media initiatives
- Collaboration: Working with partner media organizations to share content
- Community Engagement: Participate in community partnerships and events as assigned
- Fundraising: Participate in regular on-air fund drives as assigned
- Other duties as determined by the Chief Content Officer

Education / Experience / Qualifications:

- 1-3 years of digital editing experience, including experience with line-editing, headline writing and fact-checking of articles is required.
- Proven ability to communicate effectively in writing is required.
- Experience with video and audio production tools, photography, and social media is required. Knowledge of Photoshop is preferred.
- Competency with data visualization software, including Data Wrapper is required.
- Demonstrated knowledge of SEO is required.
- Expertise/familiarity with WordPress and other content management systems is required.
- Familiarity with Google Analytics and/or other web analytics tools is required.
- Knowledge of regional communities and the issues facing them is required.
- A track record of exhibiting cultural competency is required.

What We Offer: At Rhode Island PBS and the Publics Radio, we foster a creative, dynamic workplace where employees can thrive, grow and connect with our mission. We offer a comprehensive benefits package that includes:



- Health and Wellness Benefits including health, dental and vision insurance;
- 403(b) Retirement Plan Benefit that includes a 100% matching contribution up to 6% of the employee's contribution, plus a pre-tax employer discretionary match up to 2% of the employee's compensation;
- Paid Time Off package of 25 days, as well as a minimum of 12 holidays each year;
- Other Benefits Options including a flexible spending account, life insurance, long-term disability insurance, pet insurance, and other voluntary insurance options.
- Benefits: Benefits include generous health, dental, vision insurance; 13 paid holidays, 3 weeks' vacation per year, 3 weeks' sick leave per year.

How to Apply: Interested applicants should email their application documents to careers@ripbs.org. Required application documents for this position include:

- Resume
- Cover letter highlighting the work and experience you believe make you the most ideally qualified candidate for this position.

Applications will be reviewed on a rolling basis but applications submitted by August 9, 2024, will receive priority consideration. Please indicate the position to which you are applying in the subject line of your email.

No phone calls, please.

Rhode Island PBS and The Public's Radio is an equal opportunity employer committed to maintaining a diverse and inclusive workplace. People of color, people with disabilities, and LGBTQ candidates are encouraged to apply. We consider all applicants without regard to race, color, religion, gender identity, gender expression, sex, sexual orientation, national origin, age, disability, military service, or genetic information.