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# Example of Assignment Editor Job Description

Our company is hiring for an assignment editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assignment editor

* The editor will be responsible for assigning and editing stories and running the news team for the first few hours on the 6 am shift
* The editor will work close with colleagues on the video team to develop cross-platform packages
* The editor will also report and write stories, either breaking news or features, usually in the second half of the day but sometimes during an early-morning news crunch
* Open the NY breaking news desk at 6 am daily, assigning, editing and as needed writing stories to keep the site competitive and distinctive in its news coverage
* Guide the development of stories from start to finish
* Edit stories sharply and cleanly, ensuring they meet the overall editorial direction set for the site
* Help reporters frame stories and focus reporting as needed
* Write breaking news and feature stories
* Conceptualize, create, develop, manage and edit content focused on a user-driven strategy that understands the nuances of packaging content for the web, mobile web, social and apps
* Achieve established editorial goals and deadlines and ensure others do the same

## Qualifications for assignment editor

* Previous experience utilizing ENPS/OPUS news production software or similar software
* Digital content skills in website and social platforms
* Minimum of 2 years experience working as an assignment editor
* Must be willing and able to work flexible hours , under tight deadline pressure, occasionally with little or no warning
* Must be willing to work at WNJU headquarters in Ft
* Have at least three years experience in digital journalism