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# Example of Desk Editor Job Description

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

## Responsibilities for desk editor

* Oversee the partnership with member stations and Kaiser Health News
* Coordinate selected member station health journalists to help create excellent local and national journalism
* Work with KHN counterpart to edit member station stories, help local reporters as needed, for example, help with voicing or thinking through what makes a great audio or web story
* Keep current with topics around health policy for current and future stories
* Plan and execute training sessions for member-station reporters in collaboration with KHN
* Knowledge and understanding of the process of journals peer review process
* An interest and awareness in academic publishing, and an up to date knowledge of market trends
* Knowledge and experience of process-driven workflows and the ability to recognize process improvement opportunities
* Establish a new workflow to serve the daily podcast
* Oversee and edit the daily podcast

## Qualifications for desk editor

* Working knowledge of satellite transmissions
* Operating in a fast paced news environment
* Good news judgment and can react quickly to breaking news on an international scale
* You are a forward thinking and daring editor
* Proficiency in InDesign, Adobe Photoshop and Microsoft software required
* Knowledge of proper grammar, punctuation and spelling that follows AP style