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# Example of Digital Editor Job Description

Our company is looking for a digital editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for digital editor

* A basic knowledge of HTML
* Cultivate and maintain relationships with celebrity and design world publicists, managers, agents, studios
* Work with Digital Content Director to execute content strategy and deliver on goals
* Assign and edit the words for the site, newsletters, video, and the Cooking Light Diet
* Manage digital production schedule
* Manage day-to-day of Associate Editor, Assistant Editor, temps, and intern
* Oversee all SEO efforts for site
* Oversee all social media efforts
* Serve as liaison with sales team on digital sales opportunities
* Primary liaison with magazine team on print-to-digital programs

## Qualifications for digital editor

* 2-3 years digital producing/reporting experience
* Ability to prioritize and edit on both tight deadlines long-term projects
* A passion for golf—both on the professional and recreational level
* Must be fully bilingual (English and Spanish) for editorial purposes
* Must submit a resume/CV online thru nbcunicareers.com
* Proficiency in at least one language in addition to English, preferably two