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# Example of Senior Editor Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior editor

* Pitch, write and edit content in the news, life and self-improvement space
* Reach out to external contributors and work with them on new and existing content
* Develop new series, packages and programs
* High quality of output under pressure
* Have 5+ years of digital writing and editing experience for the business and finance sector
* Collaborate with a team of Editors and Writers, using your excellent news judgement to assign, edit and optimize content across numerous platforms (web, social, print)
* Grow audience engagement across the site
* Drive integrated print and digital content experience initiatives
* Oversee all aspects of production for the Leonard Davis School of Gerontology
* Write and edit documents for the School such as advertising copy, article, brochures, letters, bulletins, press releases, proposals

## Qualifications for senior editor

* Proven mastery of Office applications incl
* Ability to influence, without authority, other functional areas within the company
* Minimum 3 years of experience, including editorial, marketing or sales with a proven record of successful performance
* All-around love for the Internet
* Knowledge of launches in the beauty, style, and/or culture categories
* Established relationships within the above industries