

JOB DESCRIPTION

JUNIOR EDITOR (HINDI)

Policy Briefcase is looking for an enthusiastic Junior Editor (Hindi) to join our team and participate in all stages of an online publication. As junior editor you will support the editor-in-chief to administer, plan and produce various publications. Political understanding of Bihar is a must.

Ultimately, you should be able to deliver exceptional and informative content to meet audience preferences.

The Junior Editor (Hindi) would be required to work from home but in constant coordination with the Editor in Chief, and on his/her own software.

Capabilities

- Should have at least 2 years of journalistic experience.
- Proven work experience as an assistant editor.
- Strong writing and proofreading skills.
- Experience with MS Office or other publishing tools.
- Familiarity with SEO and social media platforms.
- Proficiency in Hindi.
- Attention to detail.
- Excellent communication skills.
- Ability to prioritize and multitask.
- Degree journalism, communications or related field or equivalent work experience.

Operations

- Collaborate with the editor-in-chief to research and plan new articles.
- Commission articles.
- Liaise with team members (e.g. writers, reporters and photographers) ensuring deadlines are met.
- Write and edit pieces.
- Proofread and check articles for accuracy.
- Suggest possible sources and improvements for pieces.
- Choose supporting material, like images and illustrations.
- Follow current events and developments and suggest original ideas.
- Use social media and SEO to draw attention to articles.
- Provide administrative support to the editor-in-chief.

Please send in your CV's along with a small email on why do you think you are interested in this position at admin@policybriefcase.com
