Position Description

# Editors

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| COMPANY/ORGANISATION DETAILS: |
| Samahan comes from the Filipino word “samahan” meaning to accompany or be with someone. The spirit of community is a central component of Filipino culture. Although we may be scattered across the world, we are still a part of the same community with a shared culture and a shared history. Samahan is a multimedia platform created to unite Filipinos across the globe. It has cross-platform projects and subsidiaries including Subtle Filipino Traits and Subtle Filipino Dating. |

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| ROLE OUTLINE |
| Samahan is currently recruiting for volunteer editors. The selected editors will assist in curating, proofreading, and modifying written content for our website. The selected candidates will have a serious interest in Filipino culture and will be genuinely happy in dedicating some of their time to help our online community grow. They will need to be a great communicator, proofreader, and editor. The main goal of our editors is to edit written content for our website in order to share our culture with the world. |

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| DUTIES AND RESPONSIBILITIES: |
| * Generating, researching, and pitching ideas for posts.
* Rewrite and copy from writers
* Modify written content from writers
* Oversee written content production.
* Editing, publishing, and promoting content.
* Promoting new posts using advertisements, emails, social media, and other methods to alert and attract new readers.
* Advocating and educating others about Samahan’s interests and advocacies, and Filipino culture and history.
* Staying current on industry trends for possible opportunities to attract new readers or create stronger, more engaging content.
* Monitor deadlines
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| REQUIREMENTS |
| The successful candidates will have:* Strong writing and proofreading skills.
* Great attention to detail
* Ability to give constructive feedback
* Conceptual creative abilities
* Experience in being an editor

Desirable, but not essential: * A large online presence or following
* Proficiency with SEOs
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| CONTACT DETAILS |
| Editor in Chief: Christine Liwag DixonCreative Director: Jannine BuenconsejoEmail: kumusta@samahanfilipino.com |