



## Writer/Editor Job Description

Are you passionate about transit, walking, bicycling, development, public housing, and affordable housing? Do you want to help make the region more equitable and sustainable? Do you love to write about what's going on locally and are you good at making articles by other people sharper and more compelling?

Greater Greater Washington is looking for a talented, motivated journalism professional with an understanding of the issues GGWash covers, a keen eye for engaging content, and a strong commitment to an inclusive, diverse, growing Washington, DC region where all people can choose to live in walkable urban communities.

Greater Greater Washington (GGWash) is a news and opinion site which focuses on transportation, housing, and other public policy in DC, Maryland, and Virginia with a strong emphasis on equity and sustainability. GGWash attracts nearly 200,000 unique visitors per month. It was named one of the best city blogs in the world by *Guardian Cities* and Best Local Blog in the Washington Area by *Washingtonian* magazine.

Job responsibilities include:

### **Write articles about issues the GGWash website covers** (about 50% of time)

- Write 2-3 short, newsy articles per week about housing and transportation issues of interest to the GGWash community in DC, Fairfax, Arlington, Alexandria, Montgomery, and Prince George's.
- Collect pitches from GGWash editorial and policy staff and volunteers and work with other editorial staff to prioritize articles; consult GGWash staff and volunteers as sources or for referrals to sources as appropriate and identify other sources.

**Work collaboratively in an editing team** to help Greater Greater Washington site continue publishing quality content from paid and volunteer contributors (about 50% of time)

- Edit approximately one article per weekday. Correspond with the contributor to ensure a satisfactory product that meets GGWash editorial standards and style guide rules and respects the contributor's voice.
- Coordinate the article queue and publication schedule during times of day the Editor is unavailable or during days the Editor is on vacation.
- Suggest or write catchy headlines and tweets to draw attention to articles.
- Edit our daily Breakfast links post submitted by links curators.
- Edit and post our daily and Saturday email.
- Identify issues and solicit contributions from GGWash's volunteer community.
- Participate in discussions with the Editorial Board approximately monthly during evenings.

Applicants should apply if they meet 80% of the following criteria:

- **A strong understanding of transportation and housing policy issues** in the District of Columbia and the Washington region.
- **1-3 years work experience** as a writer and/or editor.
- **Ability to quickly write articles** that relate newsy topics and bring appropriate context to help inform residents about the policy dynamics and inherent trade-offs in public policy decisions around transportation and housing issues.
- **Experience editing articles** to pull out the key ideas and highlight them up front, reduce jargon, simplify complex technical concepts, and write compelling headlines.
- **Commitment to equity and sustainability**, including ensuring representation by persons of color, women and gender non-conforming individuals, and people living in areas historically negatively impacted by urban planning policies, and processes to ensure the health and vitality of our communities amid a climate crisis and other large-scale resiliency threats.
- **Extreme attention to detail in writing**, including a knack for noticing errors while quickly reading text, and a strong understanding of grammar. A strong working knowledge of AP Style is desirable.
- **Familiarity with social media** including Twitter and Facebook and using it to drive traffic to web content.
- **Experience with web analytics**, especially in a media website setting, is a plus.

This is a full-time (40+ hours/wk), salaried position with compensation in the range of \$45,000 to \$55,000 per year depending on experience.

For the immediate future this position primarily involves working from home, with possible occasional need to travel safely to newsworthy locations around the region. In the future, this position may involve working from offices in downtown DC. Access to a car is not required. Work is mostly during the business day with some evening and/or weekend commitments for reporting.

We offer a benefits package that includes health insurance contributions, transit commuter benefits, 401(k) deferral, and flexible paid time off.

Greater Greater Washington provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.

To apply, send a resume; a personal statement of up to one page explaining why you would enjoy working in this role; and two writing samples to [jobs@ggwash.org](mailto:jobs@ggwash.org) with "Writer/Editor" in the subject line.

Please include all information as attachments in Word or PDF format. Writing samples can be links but then must be linked from a Word or PDF attachment as opposed to just in the body of your email. Applications will be accepted on a rolling basis through Tuesday, August 31.