

Digital Managing Editor: Faith-Based News & Storytelling Platform (Confidential)

Location: Remote or Northeast US (preferred NYC area)

Type: Part-Time Contractor (with potential for full-time)

About the Organization

A confidential faith-based media and nonprofit organization is developing a digital news and storytelling platform that is currently in its startup phase. The project combines journalism, documentary storytelling, and multimedia features to mobilize believers, equip leaders, and inspire Gospel-centered impact.

Position Overview

The Managing Editor will oversee editorial operations, manage workflows across divisions, and ensure content quality and consistency. This role reports to the Executive Director and will guide editorial tone, publication schedules, and contributor coordination during the platform's startup and soft-launch phases. Candidates should be comfortable working in a creative, remote, early-stage environment where systems are still being developed and refined. This position offers the opportunity to help build the foundation of a faith-based digital newsroom from the ground up.

Key Responsibilities

- Manage daily editorial flow, assignments, and content publishing across divisions
- Supervise division editors & contributors to ensure accuracy, voice, and journalistic integrity
- Develop editorial guidelines, style templates, and workflow systems using tools such as Notion, Asana, or Airtable
- Collaborate with Marketing, Tech, and Design for platform integration and user experience
- Provide feedback and mentorship to writers and division editors
- Uphold editorial ethics and theological alignment with mission values

Qualifications

- Bachelor's degree in Journalism, Communications, Media, or a related field preferred (equivalent professional experience accepted)
- 5+ years in digital media, journalism, or editorial management
- Proven ability to lead diverse creative teams and manage editorial systems
- Strong writing and editing skills with deep understanding of audience engagement
- Familiarity with Christian worldview and storytelling rooted in mission or community transformation
- Proficiency in digital workflow tools and CMS publishing
- Excellent organization, communication, and project management abilities

Preferred

- Background in faith-based or nonprofit media
- Understanding of missional communication or community transformation models
- Familiarity with multimedia or podcast publishing
- Ability to build editorial systems from a startup phase

Compensation

Negotiable based on experience, hours, and alignment with the organization's mission.

To Apply

Submit a resume and cover letter explaining your experience in editorial management and your interest in faith-based media. Send to: faithmediacareers@gmail.com with the subject line "Digital Managing Editor Application."