

Front Porch — Northeast Denver Editor Job Announcement

Front Porch—Northeast Denver newspaper (FrontPorchNE.com) distributes almost 25,000 papers monthly to readers in Central Park, Park Hill, Mayfair/Montclair, Lowry and NW Aurora. The paper is looking to fill our half-time Editor position. Since the paper is already experiencing post-pandemic growth, it is likely that this position, as well as the three other staff positions, will increase in hours and salary in the not-too-distant future to cover working on a larger paper.

Editor's primary responsibilities:

- Generating local story ideas
- Writing objective and accurate articles (the paper does not have a regular editor's column)
- Continuing the paper's tradition of interviews with local experts to reflect on how they see the impact of broader issues in the city, state and nation in NE Denver
- Working closely and cooperatively with the Design Editor
- Assigning and editing freelance writers' work
- Responding to phone and email correspondence about the paper (mobile phone with the paper's main number is provided)
- Maintaining the paper's commitment to journalistic standards in the written product and exhibiting these standards and ethics as he/she engages with the community
- Meeting deadlines

Additional responsibilities/expectations:

- Writing updates to website articles and/or posts on the paper's Facebook page with mid-month local news as needed
- Attending meetings that keep the paper tuned in to NE Denver news and news sources
- Listening and participating in meetings with staff regarding current concerns and future planning for the paper

Hours:

The position is currently half time, one of a four-person team of co-equal part time employees who work collaboratively in producing the paper. The Design Editor and the Business Manager have been with *Front Porch* for close to 15 years each. The Ad Sales Manager more recently joined *Front Porch*, bringing expertise in print ad sales that indicates all positions and salaries are likely to increase in the not-too-distant future to cover working on a larger paper.

The Editor and other staff work remotely, communicate regularly, collaborate with each other to ensure a smooth production process, and set their own hours to complete high quality work by their deadlines.

Qualifications:

- Lives in (or at least near) NE Denver and stays in touch with local news of interest to residents
- Bachelor's degree
- Journalism experience
- Excellent writing/editing skills
- Has own computer and online access
- Knowledge of Adobe Acrobat for proofing and editing (monthly Acrobat subscription provided)
- Computer skills to use *Front Porch* content database, Dropbox, Google Docs and Sheets

Salary:

\$31,200 (\$2,600 monthly)

Contact:

Please send a cover letter, resume, and three published writing samples to Carol Roberts at carol@frontporchne.com. No phone calls please. Also please include contact information (email and phone) for three references.

Start date:

Could be as early as June if the position is filled quickly

About Front Porch—Northeast Denver newspaper

Front Porch was started by Forest City Stapleton, Inc. (the original master developer of Stapleton) in 2000 as a means to keep surrounding communities and public officials informed of progress as the new community was developed. *Front Porch* became independent from Forest City in 2005. The community, now named Central Park, was a decommissioned airport in 2000, with 7.5 square miles of concrete runways, concourses and terminals in a mostly industrial part of town. Today it is a thriving community of more than 30,000 residents, many of whom are city and state government employees and civic leaders, doctors and other employees at the nearby Anschutz Medical Campus, teachers, business owners and managers, and experts in a variety of fields who have been drawn to this urban neighborhood that is 35% parks and open space.