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GulfEnergyInfo.com

Digital Editor

Gulf Energy Information is seeking a contractor to fill the position of Digital Editor for the new brands we are introducing over the next few months. This position will serve as the manager of digital content, including websites, social media, and e-newsletters.

Duties/Responsibilities

- Actively track, edit, and publish industry news from AP, Reuters, and other external sources
- Develop original online content via enterprise reporting and/or expansion of external coverage
- Promote various articles through social media channels, with the primary goal of boosting web traffic.
- Interact as appropriate with communities on Twitter, Facebook, LinkedIn and Google+
- Tracking and reporting social media/website traffic analytics
- Develop and distribute e-newsletter
- Collaborate and actively communicate with editors of magazines to ensure timeliness and consistent quality across all editorial channel
- Manage posting of sponsored content for newsletters and websites in cooperation with Advertising and Marketing departments

Requirements:

- Proven experience in production of digital media content
- Outstanding writing, editing and verbal communication skills
- Flexible and professional demeanor. Hard-working attitude with ability to perform and maintain collegial tone under deadline pressure
- Familiarity with CMS software, Umbraco, or similar. Must be fluent in MS Office. Experience in the Adobe Suite of product a benefit.
- Willingness and ability to take direction and to quickly learn and adapt to new and/or changing systems or procedures.

Please send your resume with a cover letter to resumes@gulfpub.com. No phone calls please.

Qualifications

- Bachelor's degree in journalism
- Journalism or related experience
- Industry knowledge or experience preferred