

## **Assistant Editor NHBR 2023**

If you are a writer that loves business and would enjoy writing in-depth, Page 1 articles about the most pressing issues facing New Hampshire's business community and economy? Then we may have a job that is perfect for you.

Yankee Publishing – NH Group, is seeking a story-driven reporter interested in covering New Hampshire's vibrant business community; one who also has an eye for detailed editing of the biweekly publication, *New Hampshire Business Review*. This role places you at the heart of covering all aspects of New Hampshire's economy and communicating with New Hampshire business leaders.

The position is responsible for a variety of writing, editing, planning, fact-checking and research tasks in the daily editorial operations of *New Hampshire Business Review* (NHBR), its website and social media accounts. This includes the biweekly creation and production of the newspaper; creates and updates content for social media accounts and websites; and researching trends for special publications. This position also requires the ability to interview business owners and develop lasting relationships with sources.

The assistant editor position encompasses a variety of responsibilities that require flexibility, the capacity to work within strict deadlines, time management skills, the ability to work with a collaborative team from various departments, and the ability to multitask. Must have a strong attention to detail when it comes to writing, editing and proofreading.

The ideal candidate will have a Bachelor's degree in English/Journalism and/or equivalent work experience preferred; 1-3 years' experience in newspaper production and news writing, with a focus on business/economic reporting preferred. Excellent writing and editing skills are a must for this position. Candidates should have a thorough knowledge of AP Style and the Microsoft Office Suite, as well as experience using Adobe InDesign, content management systems and social media websites. Demonstrated ability to organize, multitask, schedule work and meet deadlines. Excellent interpersonal skills and the proven ability to build and maintain relationships. Some event participation required.

This is a full-time position that requires working in the Manchester office 3 days per week. Yankee Publishing, Inc. offers a generous benefits package, including health, dental, flexible spending accounts, paid holidays and vacation, 401K plan with employer match, and an Employee Stock Ownership Program (ESOP). We provide a collaborative working environment along with a welcoming, inclusive corporate culture where individuals are recognized for their contributions.

**Apply through the Yankee Publishing website**  
**<https://ypi.com/employment/>**

**Please include an introductory letter, resume, and samples of your work.**