



Based in Oklahoma City, NonDoc Media seeks a full-time **managing editor** to assist with and grow operations of NonDoc.com, a responsible public forum for news and commentary that received more than 1 million views in 2019 and was named “Best Website” by the Society of Professional Journalists’ Oklahoma Chapter for a second year in a row.

Qualified applicants will possess at least three years’ experience in professional journalism and must exhibit proficient language and computer skills. Familiarity with Word Press is a plus, and AP style and grammar rules are required knowledge.

This position involves a balance of editing and reporting about civic and cultural matters, predominantly in the state of Oklahoma. For the year 2020, NonDoc’s news coverage will largely examine Oklahoma’s legislative session (February through May) and election cycle.

Position: Managing Editor (full time)

Salary: \$45,000 / year (broken down by month)

Benefits: Monthly health insurance stipend; flexibility

Job Duties: The Managing Editor is responsible for helping to direct editorial operations, managing contributor content, editing content and creating original content. The Managing Editor is also involved in social media management, readership engagement, assisting with site maintenance and making presentation decisions. All employees of NonDoc Media are expected to assist with organizational events.

To apply: Send a cover letter, a resume, two writing samples and any other relevant work samples to Editorial@NonDoc.com.

Application Deadline: Friday, Jan. 17, 2020.

Preferred Start Date: Monday, Jan. 27, 2020.