



2 Greenway Plaza, Suite 1020 • Houston, Texas 77046 USA
Phone: +1 (713) 529-4301, Fax: +1 (713) 520-4433
GulfEnergyInfo.com

Gulf Energy Information is seeking a **Digital Editor** for its *Pipeline & Gas Journal* and *Underground Construction* magazines. This position serves as the manager of both publications' digital content, including websites, social media and e-newsletters.

The job duties include:

- Actively track, edit and publish industry news from AP, Reuters and other external sources on the magazines' websites
- Develop original online content via enterprise reporting and/or expansion of external coverage
- Promote various P&GJ and Underground Construction digital 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-newsletters for two publications up to daily frequency and on occasion produce special edition e-newsletters.
- Assist with the planning and editing of technical and trends-based articles for the print editions of two monthly magazines.
- Collaborate and actively communicate with editors of both print magazines to ensure timeliness and consistent quality across all editorial channel
- Understand the markets and objectives of other GEI editorial brands to recognize synergistic opportunities and share timely content with fellow digital editors
- Manage posting of sponsored content for e-newsletters and websites in cooperation with Advertising and Marketing departments

The ideal candidate will have:

- 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
- Bachelor's degree in journalism
- A track record of producing quality content for publications, books or websites
- Energy, Construction, Pipeline industry knowledge or experience preferred.

Please apply with a cover letter explaining your skills. This role is an office based staff position with excellent benefits and a competitive salary.

Job Type: Full-time

Salary: \$43,000.00 to \$46,000.00 /year



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Experience:

- Content Management Systems: 2 years (Required)
- Editor: 3 years (Required)
- Microsoft Office: 3 years (Required)

Education: Bachelor's (Required)

Location: Houston, TX 77046 (Required)

Work authorization: United States (Required)