

Copy Editor

We're excited to add a talented copy editor to our fast-growing content marketing team. Content marketing is a critical driver of growth for Slack's business and copy editors play a central role in our ability to produce quality work.

Our flagship home for content is Slack's blog, *Several People are Typing*. The stories we publish support, educate, and inspire modern workers and leaders. We strive to answer questions and offer insights into the strategies, software, and skills they need to thrive and stay competitive.

In all, this is a unique opportunity for someone with an impeccable editorial skill set to join a fast-growing, forward-thinking company. Your impact can extend well beyond headlines, typos and word choice.

Responsibilities:

- Act as a standard-bearer for accuracy, readability, and impact. You'll ensure all copy serves the needs of the end-user, from proofreading to line edits to suggesting full structural revamps.
- Shape individual articles and related content assets with a high degree of visibility and interactivity with internal and external partners. You'll work across a diverse range of digital content, including SEO-friendly blog posts, product tips, customer stories, case studies, ebooks, guides, landing pages, video scripts, and other content relevant to Slack's mission and customers.
- Partner with our writers, editors, SEO experts, and sales/marketing partners to optimize existing content experiences.
- Work with key stakeholders across brand and marketing to help define the future of Slack's voice and tone.
- Work closely with our Managing Editor and partners on longer-range initiatives, such as in-depth reports, special projects, and internationalization.
- Offer clear, candid and empathetic feedback to writers and editors.
- Maintain and update Slack style guides and other documentation of editorial standards and workflows.

Requirements:

- 5-7 years of experience as a full-time copy editor in a fast-paced environment.
 - Exceptional command of grammar, punctuation, spelling, and AP style.
 - Experience working with digital content management systems, such as WordPress.
 - A growth mindset—you love to learn and actively seek out new skills or better ways to do things.
 - Exceptional communication, prioritization, and time management skills. You embody grace under pressure.
 - Experience upholding and evolving a brand's voice, tone and visual identity across a range of content assets.
 - Success working cross-functionally on integrated marketing campaigns or a demonstrated willingness to apply your current skill-set to this type of effort.
 - Ability to work independently and globally with colleagues and partners in AMER, EMEA, and APAC.
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Slack is the collaboration hub of choice for companies of all sizes, all across the world. By using Slack, they ensure that the right people are always in the loop, that key information is always at their fingertips, and new team members can get up to speed easily. With Slack, teams are better connected.

Launched in February 2014, Slack is the fastest growing business application ever and is used by thousands of teams and millions of users every day. We currently have nine offices worldwide, in San Francisco, Vancouver, Dublin, Melbourne, New York, London, Tokyo, Toronto and Denver.

Ensuring a diverse and inclusive workplace where we learn from each other is core to Slack's values. We welcome people of different backgrounds, experiences, abilities and perspectives. We are an equal opportunity employer and a pleasant and supportive place to work. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Come do the best work of your life here at Slack.