



Content Editor

Are you the kind of person who catches the missing comma, notices an inconsistent brand voice, and instinctively rewrites a sentence to make it stronger? Do you love helping other writers improve while ensuring every piece of content is polished, accurate, and ready for publication?

Green Apple Strategy is seeking a detail-oriented, collaborative Content Editor to serve as the final quality checkpoint for all client content. This part-time position will work alongside our Client Relations Team, Project Management Team, and Content Marketing Team to ensure every deliverable reflects the quality, professionalism, and strategic messaging our clients expect.

The ideal candidate is an exceptional editor with a passion for storytelling, grammar, and brand consistency. You should be comfortable reviewing multiple types of content, including blogs, websites, email marketing campaigns, social media, videos, digital advertising, and marketing collateral, while maintaining each client's unique voice and messaging. You should genuinely enjoy coaching writers, providing thoughtful feedback, and improving content without losing the author's intent. Green Apple is a collaborative workplace, and our Content Editor should be a positive team player who takes pride in delivering excellent work.

POSITION SUMMARY

The Content Editor will work closely with the Senior Project Manager, Senior Client Relations Specialist, and Content Marketing Team to ensure the quality, consistency, and accuracy of all client deliverables before publication. This individual will serve as the final editorial reviewer for all written content, helping writers strengthen their work and ensuring every deliverable aligns with each client's brand standards and messaging strategy. This team member should be available during normal business hours for proofing assignments, which are Monday through Friday, 9 am to 5 pm CST. This role will offer an estimated 10-15 hours of proofreading and copyediting per week.

RESPONSIBILITIES

- Proofread and copyedit all client deliverables before publication.
- Ensure that all content—including blogs, email marketing, social media, video scripts, websites, marketing collateral, digital advertising, and other client communications—is on-brand and aligned with each client's messaging strategy.

CONFIDENTIAL

21 Platform Way S | 14th Floor | Nashville, TN 37203
615.305.3460 | greenapplestrategy.com

- Maintain consistency in grammar, tone, voice, style, and formatting across all client accounts.
- Review content for clarity, accuracy, readability, and adherence to Green Apple quality standards.
- Provide constructive, actionable feedback to writers that strengthens content while supporting professional development.
- Manage the editorial workflow for a team of writers to ensure deliverables meet quality expectations and deadlines.
- Monitor client messaging to ensure timely, accurate, and consistent communication across all marketing channels.
- Identify opportunities to improve editorial processes, writing standards, and quality assurance procedures.
- Collaborate with the Senior Project Manager and Senior Client Relations Specialist to streamline content production for improved client results and greater team efficiency.
- Act proactively as a quality advocate, ensuring every deliverable reflects Green Apple's commitment to excellence.

SUPERVISORY RESPONSIBILITIES

- Provides editorial direction and feedback to Content Marketing team members and contract writers
- Does not have direct personnel management responsibilities

SKILLS

- Exceptional proofreading, copyediting, and grammar skills
- Strong understanding of brand messaging, voice, and editorial style
- Ability to edit a wide variety of content, including blogs, websites, email marketing, social media, video scripts, digital advertising, and print collateral
- Excellent written communication skills with the ability to improve content while preserving the author's voice
- Experience managing multiple deadlines and reviewing a high volume of content with strong attention to detail
- Strong organizational and time management skills
- Proficient in Google Workspace and Microsoft Office
- Familiarity with Basecamp project management software is a plus
- Familiarity with Everhour time tracking software
- Ability to work independently while collaborating effectively with a remote team

EDUCATION AND/OR EXPERIENCE

CONFIDENTIAL

21 Platform Way S | 14th Floor | Nashville, TN 37203
615.305.3460 | greenapplestrategy.com

- Bachelor's degree in English, journalism, communications, marketing, public relations, or a related field
- Minimum of five (5) years of professional editing, copyediting, content marketing, journalism, or related experience
- Agency experience is strongly preferred
- Experience editing content across multiple brands or industries is highly desirable

WORK ENVIRONMENT

The Green Apple team operates under a virtual workplace model. Green Apple has a collaborative workspace located at Nashville Yards, 21 Platform Way South, 14th Floor, Nashville, Tennessee, which enables team members to work together in an open-office environment, host brainstorming sessions, and schedule client meetings. Orchard members are fully remote contractors and will be asked from time to time to attend virtual internal meetings. This position reports to the Senior Client Relations Specialist.

COMPENSATION & BENEFITS

This position is a 1099 contractor role and is paid hourly based on tracked time.

Please send resumes to samantha@greenapplestrategy.com.

CONFIDENTIAL

21 Platform Way S | 14th Floor | Nashville, TN 37203
615.305.3460 | greenapplestrategy.com