

JOB DESCRIPTION

JOB TITLE: Associate Editor

JOB CODE: EDTA-E

Exempt: Yes

SUMMARY: Contributes to day-to-day operations of the Sun through editorial activities, including writing, editing, production, and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may be assigned.

- Writes at least one story per issue/week, though usually more. Involves on-site reporting throughout the diocese, thorough research and varying deadlines.
- Generates story ideas based on ongoing communication with, research on, and outreach to parishes/schools/ministries.
- Assists the editor in editorial scheduling, managing freelancers, editing of stories and print/digital layout as assigned.
- Monitors the newswire for appropriate content to update thecatholicsun.com.
- Coordinates Sun activities in the absence of/on behalf of the editor as assigned.
- Maintains standard office hours of 8:30 a.m. to 4:30 p.m. Monday through Friday, with evening and weekend assignments as necessary.
- Travels anywhere within the seven counties of the diocese as necessary. Must have reliable transportation.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE:

- A bachelor's degree in journalism, English, communications or a related field.
- Three to five years' experience in journalism, editing, publishing, or communications.

OTHER SKILLS AND ABILITIES:

The associate editor must possess:

- Thorough understanding of the Catholic faith and operations of the Church
- Superlative writing and editing skills, with keen attention to detail and the highest standards of accuracy
- Ability to successfully work under deadline pressure
- Strong organizational skills
- Strong interpersonal skills
- Strong knowledge of InDesign
- Familiarity with desktop publishing software and website content management systems

Approved:

Employee

Date

Supervisor

Date