



**Position Description • updated July 2010**

## **Editor**

The Editor is a full-time exempt position reporting to the Operations Director. This position is responsible for the development and oversight of the Real Change community newspaper. This includes setting and maintaining an editorial direction that is consistent with the Real Change mission and strategic goals, supervising newspaper staff and volunteers, acting as a liaison with community supporters such as the Editorial Committee, and assisting with weekly production as needed. The Editor is also part of Real Change's management team and expected to work across departments to help ensure that the organization delivers on its mission.

### **Primary roles and responsibilities:**

1. **Develop Stories and Plan Issues (25%)**
  - Develop and nurture a consistent editorial vision that is in line with Real Change strategic goals and the best thinking of key stakeholders.
  - Effectively generate, capture, manage, and assign story ideas.
  - Work with Editorial Committee to ensure that an authentic low-income voice informs Real Change content.
  - Follow local news trends as they relate to priority issues.
2. **Direct Editorial Content (25%)**
  - Delegate boilerplate material (e.g. calendar, Change Agent) to volunteers, and cultivate a broad base of volunteer reporters and reviewers.
  - Write news stories and editorials as needed.
  - Delegate typing, proofing, and other clerical tasks as necessary.
  - Ensure effective management of guest editorials, poetry, letters, and other unsolicited submissions and respond as necessary to authors.
  - Develop production schedule with appropriate deadlines.
3. **Manage Editorial Department (25%)**
  - Support production staff to ensure timely weekly production of the newspaper, performing production tasks as needed.
  - Provide direct supervision of all editorial staff, including performance evaluations.
  - Supervise interns and volunteers and edit material to ensure high standards for all published work.
  - Oversee departmental budget.
4. **Community Relations (15%)**
  - Cultivate and maintain relationships with individuals, community organizations, publishers, and other media.
  - Represent Real Change at special events.

#### 5. Interdepartmental Activities (10%)

- Take lead on integrating editorial department with other functions at Real Change.
- Represent editorial department as member of RC management team
- Assist with fundraising events and other tasks as needed.
- Perform occasional shifts at newspaper sales desk as needed.

#### **Qualifications:**

- Minimum three years of newsroom editing experience
- Prior experience with supervision and working as part of a management team
- Demonstrated commitment to social and economic justice
- Exemplary interpersonal and communication skills
- Strong organizational skills and comfort with working under pressure
- Proficiency with graphic design (e.g. Photoshop, InDesign)

To apply, send cover letter and resume to [jobs@realchangenews.org](mailto:jobs@realchangenews.org). Applications received by August 16, 2010 will receive priority consideration. People of color and those with direct experience of poverty and/or homelessness are encouraged to apply.