

PUBLICATIONS EDITOR – DIOCESE OF SAN JOSE

POSITION SUMMARY:

The Publications Editor manages the production of the official diocesan quarterly print magazine and monthly electronic newsletter – *The Valley Catholic* – to illuminate and animate the journey of faith for Catholics within the Diocese of San Jose - building solidarity among the faithful and inviting a deeper understanding and involvement in the mission of Christ - through the timely sharing of inspirational content in an engaging, accessible and compelling format.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Strategy and Leadership:

- Work with Director of Communications to develop an annual editorial calendar and multi-year publication growth plan for *The Valley Catholic* that seeks to engage and inform Catholics, supports the mission of the Church, and the vision of the Bishop
- Recruit and manage third party content creators – volunteer and freelance writers and photographers – to assign and develop high quality story-telling content befitting *The Valley Catholic*

Finances and Operations:

- Monitor and ensure *The Valley Catholic* operations stay within approved budget.
- Work with Director of Communications and the Stewardship Office to garner sponsorships and additional funding in the support of *The Valley Catholic*, including managing a reader appeal.

Collaboration and Communication:

- Provide insightful, targeted, effective, faith-minded writing and editing on a regular basis in a variety of formats that supports the vision of the Bishop and closely adheres to and supports Catholic doctrine.
- Select photos and other pertinent material to enhance writing
- Consistently meet all editorial and production deadlines
- Consistently represent the Church and interview subjects accurately in all materials
- Coordinate timely receipt and management of proper photo and information permissions regarding all publication content

- Ensure consistency with style, branding, and messaging across all publications
- Ensure the review and approval of all content by the appropriate people at the three tiers of the edit process - in draft, in layout and prior to print
- Regularly review and report on key performance metrics and analyze and offer suggestions for improvement in collaboration with the Director of Communications
- Produce other diocesan communications publications, including the annual impact report, as needed

Education and/or Experience:

- Bachelor's Degree in Journalism, Communications or English
- Skilled storyteller with deep understanding of journalistic ethics and libel and copyright issues
- Minimum of 3 years of content management experience
- Understanding of print production, design and layout process
- Prior experience working with newspapers or other publications helpful.

Language Skills:

- Excellent grammar, writing and editing skills in English using AP style
- Bilingual preferred: Spanish or Vietnamese

Computational Skills:

- Proficient with the latest Microsoft Office software and Adobe Creative Cloud software.
- Proficient with content management systems such as Constant Contact and WordPress
- Proficient with social media channels such as Facebook, Instagram and Twitter

Reasoning Ability:

- Must be able handle deadlines under pressure and prioritize accordingly
- Must have a keen eye for detail
- Excellent project management skills
- Possess a positive, service-oriented attitude and be a proven team player

Other Requirements:

- Practicing Catholic preferred.
- Deep understanding with the teachings, values, structure and mission of the Catholic Church
- Work during evenings and weekends may be required occasionally.
- Be sensitive to cultural and racial diversity

How to Apply:

Please send cover letter and resume to jobs@dsj.org.