

Archdiocese of Anchorage-Juneau

Job Description



Job title: Editor, The North Star Catholic

Full-time X
Part-time

Exempt X
Nonexempt

Reports to: Director of Stewardship & Communications

Direct Reports: None

Job Purpose

The editor oversees the primary day-to-day newsroom/editorial functions of the newspaper.

Essential Duties and Responsibilities:

- Copy, edit, layout, and design each issue of the paper (monthly)
- Edit all columns, news articles, and national/international articles
- Meet twice a month with the Advisory Board
- Brainstorm news coverage for each monthly issue
- Write one or two feature stories each month
- Compile, create, and modify advertisements
- Perform other related duties as assigned by Supervisor

QUALIFICATIONS

Competencies:

Must be:

- willing and able to support the Mission of the Archdiocese of Anchorage-Juneau
- committed to the universal and local Catholic Church
- willing and able to treat each individual with dignity and respect

Must possess the following skills and abilities:

- editing skills
- collaboration
- computer literacy
- office equipment operation—phone system, computer, fax, copier
- proven written communication skills
- self-confidence
- initiative
- flexibility
- professionalism
- motivation
- discretion
- dependability
- confidentiality
- ability to coordinate with others who have needed information

Education: Bachelor's degree in journalism, communications, or related field/related experience.

Experience: Preference for 5 years or more demonstrated successful experience working in publishing and/or journalism

Physical Requirements/Working Conditions:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 40 lbs
- Must be able to talk, listen and speak clearly on telephone
- Must be able to read the physical word, particularly on a computer screen

Print Employee Name:

Employee signature:

Date:

Supervisor's signature:

Date: