

Diocesan Post

EDITOR JOB DESCRIPTION

The editor of the *Diocesan Post*, as part of the communications team of the Anglican Diocese of British Columbia, and under the direction of the diocesan communications officer, is responsible for all aspects of the production of the *Diocesan Post*. This news vehicle is an important communication vehicle in life of the diocese and plays a significant part in strengthening relationships between Anglicans on these islands and inlets. This is a part-time (approx. 30-40 hours/issue) contract position throughout the year.

Tasks

- Work with the director of communications to develop an annual editorial plan for the year (10 issues – 4 print, 6 digital download as well as regular “web exclusive” content) in order to ensure content reflects the mandate and objectives of the newspaper and the priorities of the diocese.
- Meet monthly with the director of communications to ensure planning for each issue is meeting the goals and objectives of the publication.
- Plan the content of publications according to the diocesan editing style, editorial policy and publishing requirements.
- Develop story ideas and commission writers.
- Create and nurture a network of correspondents and other writers from across the diocese and ensure that all parts of the diocese are reflected in the content.
- Verify facts, dates, and statistics, using standard reference sources.
- On an ongoing basis, generate or spin-off topical content for immediate posting on multiple media platforms including the diocesan website.
- Attend or designate correspondent(s) to attend all diocesan events (those events sponsored by or put on by the synod of the diocese e.g. ordinations, workshops, conferences) with broad-based (diocesan-wide) audience. Write or cause to be written related stories to appear in print and/or online on behalf of the paper.
- Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.
- Read copy to detect and correct errors in spelling, punctuation and syntax.
- Work with contract graphic designer and ad managers to review and approve proofs prior to publication, including ad placement.

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REQUIREMENTS

The editor has a love of the written word and the Anglican Church of Canada as reflected in the people of this diocese, and a desire to help spread the good news about how God is working in and through them on these islands and inlets.

Additionally, the editor has;

- Excellent written communications skills
- Access to and proficiency in Microsoft Word and Acrobat Pro
- Strong structural and copy editing skills (experience editing to Canadian Press Style preferred)
- A journalist's eagerness to seek out the stories that matter to our readers
- A basic understanding of layout and design process
- Access to and experience with Adobe InDesign
- Knowledge of industry changes as they relate to online content production and reader preferences
- Experience working with writers and their manuscripts
- An ability to work to and enforce tight monthly deadlines
- Demonstrated experience with the editorial flow of a periodical
- Knowledge of relevant privacy legislation
- Sensitivity to audience as it relates to controversial or highly sensitive topics (e.g. medical assistance in dying, marriage canon).