

Position description: *Faith Tides* Editor

Hours of work: 40 hours per month, flexible

Supervision and support: Under the direction of the bishop, the editor is responsible for the production of *Faith Tides*, the official online publication of the diocese, which is published monthly from September to June. www.faithtides.ca

DUTIES AND RESPONSIBILITIES

- Work with the bishop to develop an annual editorial plan.
- Meet monthly (September-June) with the bishop to plan each issue.
- Develop story ideas and write articles, as well as commissioning writers.
- Work with a network of correspondents and other writers from across the diocese; ensure that all parts of the diocese are reflected in the content.
- Attend or designate correspondents to attend and write about key events e.g., workshops and conferences.
- Prepare, rewrite, and edit copy to improve readability.
- Verify facts, dates, and statistics, using standard reference sources.
- Read copy to detect and correct errors in spelling, punctuation, and syntax.
- Work with the proof-reader to ensure all articles are proof-read prior to publication.
- Work with the ad manager to review and approve ads prior to publication, including ad placement.
- Upload the content for each issue to the website and publish via the website and newsletter.

PREFERRED SKILLS and EXPERIENCE

- Knowledge of copy-editing best practice
- Experience with (or access to copies of) the Canadian Press Stylebook and the Canadian Oxford Dictionary, Second Edition
- Experience writing articles for a news outlet or other publication
- Experience conducting interviews, preferably using recording and transcription software
- Experience working to a deadline
- Intermediate knowledge of and access to Microsoft Word, including Track Changes features
- Experience with Office 365 including Outlook, Teams, and OneDrive
- Intermediate knowledge of WordPress and Mailchimp.