

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	Catholic Herald	
POSITION:	Editor	
CATEGORY:	Full-Time	Exempt

SUPERVISOR: Vice-Chancellor

JOB SUMMARY:

Primary responsibilities include spearheading planning, scheduling, copy development, editing, proofreading, and implementation of all aspects necessary to produce the Diocese of Sacramento's Official Publication, Diocesan Directory and Diocesan Website. The editor will also act as primary point of contact between the office of the bishop, diocesan offices, parishes, schools, designers, advertising business development and ministry marketing concerning issues including content planning, scheduling/upkeep of editorial calendar and scope of new content, and will attend and contribute to all content-related meetings and discussions. The editor will further manage the editorial budget and be responsible for the recruitment and oversight of freelance writers and photographers and work with FAITH Catholic for the purpose of meeting the needs of the Diocese of Sacramento.

ESSENTIAL FUNCTIONS:

- Work with the diocesan leadership and FAITH Catholic leadership to define editorial direction, voice and content of the diocesan magazine to be consistent with FAITH Catholic standards and to uphold the Bishop of Sacramento's goals.
- Participate in per issue planning meetings with FAITH Catholic editorial director.
- Attend FAITH Catholic meetings as needed
- Oversee the development of the publication's editorial calendar
- Oversee and manage the editorial budget, outsourced content and special projects
- Responsible for the recruitment and oversight of freelance writers and photographers
- Responsible for photo selection for stories
- Final review of each publication to ensure high-quality content of publication
- Track editorial deliverables and ensure assigned deadlines are met
- Collaborate on content of new projects and promotional vehicles
- Track content quality and maintain consistency and integrity of editorial voice
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Maintain knowledge of and awareness of issues of importance to the Church
- Build, execute and deliver production calendar for all deliverables
- Work with graphic designer to produce deliverables
- Create high-quality copy for publication and website
- Review publication at each step to ensure its consistently high quality
- Manage editorial content for website. Post content in a timely manner, updating content at least several times per week
- Coordinate content-specific functions for marketing and events to ensure inclusion in the magazine
- Coordinate and produce local news events for magazine and web publication
- Coordinate and produce content for diocesan directory
- Collaborate on design of new projects, marketing and promotional vehicles
- Track content quality and maintain consistency and integrity of editorial voice

- Supervise advertising sales manager
- Decide on advertising placement and advertising acceptability
- Manage the non-profit mailing permit with the USPS
- Perform other duties as requested.

MINIMUM QUALIFICATIONS:

- 4-year college degree from accredited college or university
- 5 years' experience writing and/or editing Catholic-focused content
- Prior supervisory experience
- Practicing Catholic
- Ability to juggle multiple results-oriented initiatives under tight turnaround times

COMMUNICATION ABILITY:

- Ability to read, write and comprehend instructions, correspondence, and memos. Excellent ability to write articles and proofread. Ability to effectively present information in one-on-one, small and large group situations to customers, clients and other employees of the organization.

SKILLS / KNOWLEDGE: Practicing Catholic with knowledge of Catholic Social Teaching; knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular; ability to build and maintain collaborative relationships; proven leadership with vision, strategy and execution; Able to work independently with little supervision. Proficient in Microsoft Office products. Bilingual (Spanish) preferred but not required.

Employee Signature

Date

Supervisor Signature

Date