

Employment Opportunity

Part-time Editor in Chief, *Applegater* Newsmagazine

Applegate Valley Community Newspaper, Inc., an established nonprofit corporation celebrating its 30th year, seeks an experienced editor in chief to manage content and production of the *Applegater*, its 24-page quarterly newsmagazine. The *Applegater* presents constructive, relevant, educational, and entertaining reports on a wide variety of subjects and acts as a clearinghouse for the many rural and diverse communities of the Applegate Valley.

In addition to production responsibilities, the editor is required by corporate bylaws to sit on the board of directors (as a volunteer) and attend monthly board meetings in the Applegate Valley. The editor is an independent contractor and payment is commensurate with experience. Benefits are not available.

Responsibilities

- Manage and oversee content for print and online publication, including reviewing all content, photographs/images, and enforcing style guidelines
- Meet deadlines and budget requirements
- Follow publication standards and policies
- Check content for accuracy and errors
- Create print production calendar for each issue
- Suggest article topics per established editorial calendar and assign to volunteer writers
- Distribute “call for articles” through inhouse email list, Jo’s List, and Facebook
- To assure accuracy and appropriateness, work with editorial committee, copy editors, and proofers to edit, fact-check, proofread, and improve articles
- Coordinate production with layout editor
- Work with advertising reps to meet ad deadline and create/revise advertisements
- Work with bookkeeper to invoice advertisers
- Coordinate bulk mailing with printer
- Coordinate newsmagazine drop-offs with drop-off team members

Requirements

- Proven working experience as an editor in chief
- Strong writing/editing/proofreading skills and an excellent portfolio
- Print production experience
- Hands-on experience with Word, Excel, InDesign, and Photoshop
- Excellent written skills in English
- An eye for detail along with critical thinking
- Prioritizing and multitasking
- Four-year degree in journalism, communications, English, or related field
- Work remotely and have own computer and applicable software

Submit resume by September 15 to diana@applegater.org.