

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b> Managing Editor	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>N/A</u>
<b>Location:</b> 302 Research Dr., Norcross, GA 30092	<b>Full Time</b> <u>X</u>	
<b>Department:</b> Communication	<b>Part Time</b> _____	<b>Exempt</b> <u>X</u>
<b>Reports To:</b> Director	<b>Intern</b> _____	<b>Nonexempt</b> _____

### POSITION SUMMARY:

The managing editor is responsible for overseeing the day-to-day operation of the Southern Tidings, plays a significant role in determining the success of the magazine, and serves as the eyes and ears of the editor. To effectively communicate which ideas or initiatives are working and which are not.

### SCOPE OF RESPONSIBILITY:

- Review, rewrite, and edit the work of conference/non-union writers. Compose missing headlines.
- Review with the editor story ideas for cover features, articles, and comments to improve the work.
- Oversees and is responsible for the production and daily operation of the Tidings.
- Review articles for errors in grammar, punctuation, and spelling. Check articles for readability and style. Make revisions as needed to improve clarity and fluidity.
- Research and confirm content.
- Arrange page layouts of articles, photographs, and advertising; and prepare copy for designer.
- After conferring with the editor, a final decision is given to the printing press for production.
- Advise design layout.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree or equivalent in English, Journalism or related field required.
- Experience in writing, editing, proofreading, layout, and design of publications.
- Strong English language skills (grammar, style, composition) required.
- Three to four years successful relevant work experience required.

### KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

**WORKING CONDITIONS:**

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours