

## **Managing Editor Job Description**

Acción Latina, proud publisher of El Tecolote, the longest running bilingual, biweekly newspaper serving San Francisco's Mission District since 1970, is seeking to contract a part-time Managing Editor **effective October 25, 2021**.

### **TERMS OF EMPLOYMENT**

- Contractor — 20 hours per week
- \$20 per hour
- 6 month contract with possibility of extension
- Reports to Editor-in-Chief and works closely with Web Manager, Advertising Manager, and A/V Editor for other related work

\*This can be a hybrid position with an opportunity to work remotely except for production Wednesdays every two weeks.

### **PRIMARY FUNCTIONS**

- Develop story ideas
- Assign content
- Copy edit English content
- Assist with mentorship of student journalists
- Work with Layout Designer and Editor-in-Chief to complete bi-weekly newspaper layout
- Support Editor-in-Chief, A/V Editor and Web Manager to design multimedia content strategy for print, web and podcast mediums

### **RESPONSIBILITIES**

#### ***Develop story ideas***

- Attend regular bi-weekly editorial meetings to develop story ideas that prioritize the coverage of BIPOC (Black, Indigenous, People of Color) communities along with the Editor-in-Chief and contributors that are relevant to a San Francisco Bay Area audience.

#### ***Assign content***

- Identify writers to cover a range of important news and arts and culture content and communicate deadlines to writers.

#### ***Copy edit English content***

- Support Editor-in-Chief with reviewing and editing English copy to send final version to Spanish translation.

- The Managing Editor may also perform other editorial tasks, such as writing headlines and photo captions along with copy editing.

***Assist with mentorship of student journalists***

- Provide constructive feedback that encourages growth among writers, particularly student journalists, and builds upon El Tecolote's five decade legacy as a training ground for community journalism.

***Work with Editor-in-Chief and Layout Designer to complete bi-weekly newspaper layout***

- Help produce the final layout of the print edition of El Tecolote with the Editor-in-Chief and Layout Designer to print 10,000 copies on a biweekly basis.

***Co-design multimedia content strategy for print, web and podcast mediums***

- Collaborate with the Editor-in-Chief, A/V Editor and Web Manager to develop an intentional multimedia strategy that elevates El Tecolote's storytelling from a Latinx perspective locally and nationally.

**QUALIFICATIONS**

- Previous experience working as a Managing Editor or Section Editor
- An associate's or bachelor's degree in journalism
- Copy editing experience
- Some photography and/or multimedia skills
- Excellent organizational and time management skills
- Strong communication and leadership skills
- Available Monday-Wednesday, including Wednesday evenings
- Bilingual/Bicultural (English/Spanish)

**TO APPLY** : Please email resumé and cover letter to [humanresources@accionlatina.org](mailto:humanresources@accionlatina.org) by **October 8**. Resumé should include names and email addresses of two references. The contract position is open until filled. For more information about Acción Latina and El Tecolote, visit [our websites http://www.accionlatina.org](http://www.accionlatina.org) and [eltecolote.org](http://eltecolote.org)