

Editor, Charlotte Jewish News

| | |
|---------------------------|-------------------------|
| Job Title: | Editor |
| Department: | Charlotte Jewish News |
| Distribution Date: | January 15, 2020 |
| Reports To: | Chief Executive Officer |

| HR Use Only | |
|---------------------|---------------------------------------|
| FLSA Status: | Part-Time (averages 20-25 hours/week) |

About Us:

The Charlotte Jewish News (CJN) is a monthly (except July) publication for the Jewish community in Charlotte, NC. The CJN reports on news and upcoming events of local Jewish agencies, opinions/editorials and stories about Jewish holidays, rituals, and events in Charlotte, the U.S. and Israel; accomplishments of local Jewish community members; and other topics of interest and relevance to the greater Charlotte Jewish community.

The CJN is a community newspaper, operating as a non-profit entity affiliated with the Jewish Federation of Greater Charlotte (JFGC) and overseen by a board representing members of the Jewish community of Charlotte.

The Jewish Federation of Greater Charlotte supports and enriches the lives of Jews locally, nationally, in Israel and worldwide, and annually supports more than 50 Jewish organizations and initiatives that build community, foster Jewish identity, and enrich the Jewish people.

Job Summary:

Reporting to the JFGC CEO, the Editor of the Charlotte Jewish News will assume overall responsibility for the content, accuracy, authentication and verification of news, production of the paper, management of the vendors and staff, and other day to day responsibilities to ensure a timely delivery of the paper each month.

Job Responsibilities and Essential Job Functions:

| | |
|--|--|
| | <ul style="list-style-type: none"> • Coordinate submissions from dozens of agencies and institutions in the greater Charlotte area • Insure content accuracy, as well as proper grammar, punctuation, spelling, and other proof-reading responsibilities |
|--|--|

- Manage and oversee all aspects of monthly production, including layout, liaising with vendors, art director, printer, and mail service to insure timely distribution of print and digital editions
- Utilize various forms of social media to further the goals of the CJN
- Formulate editorial policy and submission guidelines in collaboration with the board and Federation leadership
- Establish advertising guidelines and rate sheets; supervise advertising sales representatives; coordinate sales run sheets and artwork; and assist finance staff on invoices and payments
- Responsible for annual operating budget, purchase orders, and subscriptions
- Performs other duties as required or assigned by supervisor

Preferred Education:

Bachelor’s Degree Required, with an undergraduate degree in English, Journalism or Communication preferred

Required Work Experience:

Prior professional experience in print and digital media, editing, publishing, ad sales

Job Specific Knowledge and Skills:

- Self-motivated individual with the ability to work creatively and flexibly under a deadline
- Highly organized and detail oriented. Proven ability to meet multiple deadlines and balance numerous projects simultaneously
- Familiarity with Adobe InDesign, Photoshop, Acrobat, and other relevant software is highly desired
- Experience with various forms of digital and social media
- Excellent written, grammatical, copy writing and editing skills
- Familiarity with AP style, and other journalistic style guides
- Preference will be given to candidates with knowledge and familiarity of Judaism, Jewish culture and traditions, and Israel

Other Job Related Requirements:

Ability to work a flexible schedule to insure print deadlines are met

The Jewish Federation of Greater Charlotte proudly offers a competitive compensation and benefits package. More information on our organization is available at www.jewishcharlotte.org.

To apply, please send cover letter and resume to info@jewishcharlotte.org.