

Managing Editor Job Description

Please review the following job description and carefully consider whether the responsibilities, structure and time commitments are the right fit for you.

Title	Managing Editor (2 persons)
Description	The Calgary Compact Managing Editor provides vision, leadership and oversight of the Editorial Committee in helping shape the conversations Calgarians have about corporate social responsibility and sustainability. The Managing Editor inspires and invigorates a team of passionate editors and writers. We are recruiting two persons for this role, and they will determine how to share the responsibilities.
Responsibilities	<ul style="list-style-type: none"> • Providing leadership with Editorial Assistants to set the tone, direction and strategy of article content on the Compact site. • Generating potential article topics and persuading writers to adopt them. • Establishing a professional external relationship with content providers and sources to obtain consent to publish re-purposed articles. • Working within established deadlines to ensure content is regularly updated, through original and re-purposed articles. • Collaborating with the coordinators from both the Events Calendar Team and the Resource Development Team to ensure consistency in content. • Ensuring appropriate skill-building opportunities are offered to volunteers so they can carry out their responsibilities effectively. • Reviewing the Calgary Compact Editorial Policy and Style Guidelines to update where necessary. • Participating in ongoing skill-building opportunities offered by the Compact. • Occasionally representing the Calgary Compact at industry events. • Liaising with a Board member to provide updates and feedback on Editorial directions.
Qualifications	<ul style="list-style-type: none"> • Oozes creativity coupled with a passion for editorial excellence; • Confidence in communicating a vision; • Leadership qualities with a diverse team of editors and writers; • Volunteer management experience is an asset; • Is self-motivated and passionate about sustainability and CSR; • Has the self-discipline to meet goals and objectives in an unstructured environment; • Has a clear understanding of community issues and how traditional media approaches issues of sustainability and CSR; • Has reliable daily Internet access and is familiar with standard email technology. <p>The Managing Editor ideally will have at least one year of experience volunteering in a leadership position in a non-profit organization.</p>
Benefits	<ul style="list-style-type: none"> • The Compact's virtual structure ensures a flexible work schedule and work place; communications and meetings with editors and writers can be adapted to the needs of your busy schedule. • Enables you to champion and support aspects of sustainability and corporate social responsibility that are most interesting to you and other volunteers. • Empower you to influence Calgarians and advance the sustainability cause. • Helps you build and strengthen your editorial management experience. • Gives you access to optional learning and social events offered by the Compact.

Time commitment	The Managing Editor is asked to commit to one term of 1 year . A weekly commitment will average 4-8 hours per week. This includes the time involved in developing story ideas, working with editorial assistants and other editors, writers, other content partners and liaising with a Board member. The actual amount of time spent on these activities will vary depending on the editorial cycle.
Challenges	Engaging volunteers (both editors and writers) in a primarily virtual environment presents some challenges that require a charismatic and engaging personality to overcome a perceived lack of physical interaction. As well, a managing editor who can use in-person meetings effectively to strengthen volunteer commitment will be critical.
Training and orientation	The ideal candidate will need to participate in a minimum two-hour orientation initially followed by meetings with the Board member responsible for overseeing the Compact website initiative to discuss organizational details, strategy, and volunteer structures. Ongoing training and skill-building opportunities will be provided.
Boundaries	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
Supervision	Board oversight and day-to-day contact: Kristi Peters Snider (kristi@calgarycompact.ca)
Evaluation	TBD (Editorial Committee will establish in initial meetings)
Screening	Candidates will be asked to provide a resume and a writing sample and will be selected based on their relevant experience and the quality of that sample. While formal writing training and/or professional writing experience are not required, it is highly desirable. Application form question(s): How will small and medium sized businesses, and alternatively, individuals, change as a result of the Calgary Compact?