**Editor, The Newsleaders Community Newspapers**

* Part-time position (approximately 20 hours per week)
* Virtual working conditions/Work from home
* Salary: Negotiable Based on Experience

**Job Summary**

The editor’s primary responsibility is to edit, proof, rewrite and direct layout of all copy and photos/graphics in the newspapers, except advertisements.

The editor will also interview resources, attend meetings, write a number of news articles, a column and editorial per every other week edition.

**Job Duties on a Two-Week Cycle (20 hours total)**

• 2 to 3 times daily: monitor, read, respond and prep news from the Editor and News inboxes for articles, people news, police blotter, rerouting material (such as obits, calendar, etc.) to other departments as needed.

• Edit, proof, rewrite all copy for two bi-monthly (every other week) community newspaper print editions.

• Set story budget, flow and pagination for layout of each edition for both newspapers, supervise graphic designer as needed.

• Categorize, set featured images and schedule story publication on website platforms.

• Schedule stories and columns on social media platforms.

• Work with community partners to secure, edit and upload provided content for regular departments, including police blotters, town crier, people and Cultural Connections.

• Interview and write 2 or 3 stories for each paper every edition, including news from city government, school board update and features.

• Write an editorial and column for every edition.

• Proof papers after layout.

• Write, edit and publish online time-sensitive news daily, as needed, and post to social media platforms.

• Contribute to master stories list (news and feature story tips relevant to the communities the papers’ serve).

• Update all copy for special sections, including three resource guides, seasonal sports previews and graduation.

• Attend and participate in weekly team meetings.

**Required Qualifications:**

* Bachelor’s degree in journalism (emphasis on print preferred), mass communication or related field
* Strong internet connection
* Strong phone signal connection

**Program Proficiencies:**

* inDesign (Creative Suite)
* Google Drive
* Google Meets
* Zoom
* Email
* Wordpress

**Desired Characteristics:**

* AP style writing experieince
* Demonstrate professional written & verbal communication.
* Demonstrate organizational skills.
* Demonstrate efficient use of time management.
* Demonstrate collaboration with team members professionally.

**Application Information:**

* Submit 3 writing samples
  + 1 column
  + 1 editorial
  + 1 news story

**Email Application:**

Send resume to Heidi at [editorial@thenewsleaders.com](mailto:editorial@thenewsleaders.com)

**Columnist Writer, The Newsleaders Community Newspapers**

* Freelance Writer
* Salary: $15 per column published
* Local St. Joseph and/or Sartell-St. Stephen resident

**Job Summary**

Columnist Writer will write two columns per month of 600-650 words or less on alternating Mondays of publication weeks. Columns published in both the St. Joseph and Sartell-St. Stephen Newsleaders at the discretion of the Editor. Columns are compensated once for each original column published.

**Required Qualifications:**

* Email capabilities
* Computer or other device to access a Wordpress account

**Application Information:**

* Submit 2 writing samples. Two columns are preferred.

**Email Application:**

* Email writing samples to Heidi at editor@thenewsleaders.com