

Editor, The Newsleaders Community Newspapers

- Part-time position (approximately 18 to 22 hours per week)
- Combination of working on site as well as virtually
- Some travel required
- Salary: \$17-21/hr. Negotiable Based on Experience.

Job Summary

The editor's primary responsibility is to review, edit, rewrite and direct layout of all copy and graphics in the newspapers, except advertisements. The editor also will write stories and editorials that offer opinions on issues involving the Sartell, Stephen, and St. Joseph communities.

Job Duties

- Review, edit and rewrite all copy for two bi-weekly community newspaper print editions.
- Set story budget, flow and pagination for layout of each edition for both newspapers.
- 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 for every edition.
- Write occasional columns applicable to each community newspaper.
- Categorize, set featured images and schedule story publication on website platforms.
- Contribute to master stories list (news and feature stories relevant to the communities the papers' serve).
- Schedule stories and columns on social media platforms.
- Write, edit and publish time-sensitive news daily, as needed, and post to social media platforms.
- Update all copy for special sections, including three resource guides, seasonal sports previews and graduation.
- 2 to 3 times daily, clean out Editor and News inboxes for stories, rerouting material to other departments as needed.
- Attend weekly team meetings.

Desired Qualifications

- 2-3 years of journalistic experience
- 2-3 years of AP writing experience
- 1 year of Wordpress experience
- 1 year in the newspaper industry

Required Qualifications

- Strong and reliable internet connection from home or other location
- Must be available on alternating Tuesdays and Wednesdays to lay out the newspapers
- Must be available Thursday mornings for team meetings
- Camera or other device to take high-quality images
- Valid driver's license

Desired Characteristics

- Strong verbal and written communication skills through email, phone, text and virtual meetings
- Positive and friendly persona with a “team player” mindset
- Reliable when working independently
- Ability to teach others AP notation as-needed, as well as provide constructive feedback to reporters and other staff members
- Involved and interested in the local communities served

Sartell-St. Stephen • St. Joseph

Reaching Everybody!
Newsleaders