

Editor-in-Chief Responsibilities

Include:

- Coordinating online or print publishing cycle and managing content areas
- Setting publication standards and establishing goals and expectations
- Suggesting stories and generate headline ideas in alignment with targeted audience's preferences
- Manage all staff, editors, and writers
- Give the publication its direction and ensure that all parts are working smoothly

Job Brief:

We are looking for an Editor with a good sense of what makes an interesting angle to a story, to juggle all the moving parts of publications. You will plan, coordinate, review, and edit content along with the Copy Editor. The successful candidate will be able to decide which ideas should be pursued and which should get dropped in order to meet quality and accuracy standards. This candidate also has exceptional teamwork skills and is apt at delegation. The goal is to provide exceptional, informative, and engaging content.

Responsibilities:

- Coordinate online or print content in line with our publishing cycle and manage content areas
- Keep publication standards and establish goals and expectations for the publication
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Oversee layout (artwork, design, photography) and check content for accuracy and errors
- Proofread, edit, and improve stories or pieces
- Recruit and manage writers and reporters
- Give direction to editors, designers, photographers, writers, artists etc.
- Comply with media law and ethical guidelines
- Attend and hold weekly content strategy meetings
- Be the primary contact for new writers, editors, staff, photographers, etc.
- Meet deadlines
- Participate on the Senior Staff
- Upload content to the website
- Conduct interviews for other positions; active in the hiring process

Requirements:

- Strong writing/editing/proofreading skills
- Experience with MS Office Suite
- Excellent written skills in English
- An eye for detail along with critical thinking
- Prioritization and multitasking skills
- Previous magazine or editorial experience *preferred*
- Management experience *preferred*
- Team worker
- Have over 10 hours per week to dedicate to *Vista*