

# **HORIZON Editor Scope of Work**

FLSA Status: Permanent | PT | Non-exempt (40 hours per month)

## **GENERAL SUMMARY**

In order to serve our members and fulfill the mission of the National Religious Vocation Conference, this part-time position is responsible for producing the quarterly HORIZON journal, an essential and highly respected publication within vocation ministry. With an extensive knowledge of Catholic religious life and vocation ministry, this part-time position ensures that readers are presented with timely, reliable, well-researched, relevant, and engaging content to advance the professional development of vocation directors. This position reports to the NRVC leadership team through a designated leadership team liaison.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **PLANNING & STRATEGIES**

- Stay abreast of trends, scholarship, and major thinkers in religious life as well as any concerns that attract the attention of vocation ministers.
- Consult with the Director of Mission Integration for articles, writers, and photo ideas to stay current with what is happening with the NRVC and its collaborators.
- Develop editorial plans and outline proposed themes, cover ideas, and the editorial content for each quarterly journal.
- Commission articles and work with writers to achieve goals.
- Protect the editorial and journalistic integrity of the publication by maintaining a strict separation between editorial, marketing, and advertising, and guarding against plagiarism and unauthorized use of text and art in the HORIZON Journal.
- Maintain and update as needed the Guidelines for Writers, which include pay range, NRVC rights and reprint use.
- Coordinate with NRVC Director of Finance and Operations regarding annual budget, including payments to authors, proofreaders, printer, and advertising invoicing.

### **PRODUCTION**

- Factcheck, revise, and copyedit as needed.
- Find photos and obtain IDs and permission.
- Lay out each edition and create pages in InDesign for our printing vendor to use.
- Write regular content including Editor's note and Updates, captions, titles, decks and call outs, adding or breaking out sidebars, adding resource lists and related article links.
- Ensure that each quarterly edition is posted online and that subscribers receive a notice of the latest edition on or slightly before the date that the edition goes to the print.
- Communicate directly with the printing vendor for timely and quality production; maintain and follow a production schedule.
- Consult with the Director of Database Administration regarding labels, new subscriptions, and complimentary copies for writers, advertisers, book publishers.

## ADVERTISING, MARKETING & SUBSCRIPTION SALES

- Solicit advertising prior to each edition. Set ad rates and post online. Maintain regular communication with advertisers to ensure good relationships. Send all advertisers an advertising insertion order for signature and return. Proofread ads to confirm that they are error free and high resolution. Maintain a database of prospective advertisers.
- Maintain membership in Catholic Media Association and submit HORIZON articles for awards each year. Notify writers of awards they have received for their HORIZON submissions, post awards list on NRVC.net and social media, and inform staff and board.
- Send notices as needed to *Catholic Journalist*, particularly about NRVC special programs.
- Promote subscription sales and solicit editorial feedback at various NRVC gatherings.

## EDUCATION

Undergraduate/graduate degree with a focus on communications, publications, marketing, or related discipline. Additional degree and/or work experience in pastoral studies, theology or a related field is preferable.

## EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

- Minimum of five years' experience in communications, publishing, marketing, or related field preferred
- Experience and proficiency in Microsoft Office, email broadcast software (Emma), website editing, Zoom, Dropbox, and other appropriate office software; ability to learn new technology skills
- Proficiency in Photoshop, InDesign, Adobe Acrobat, digital content strategy
- Cultural and ecclesial competency, understands and supports the mission of the Roman Catholic Church, consecrated life, and vocation ministry
- Communication and collaborative skills; ability to sustain professional relationships
- Create original and professional correspondence; excellent written and verbal skills in English; other language skills an asset
- Highly organized and detail oriented; ability to manage multiple projects simultaneously
- Work independently and productively with minimal supervision
- Professional problem-solving skills and self-control in stressful situations
- Trustworthy, honest, and discreet; practices a high level of confidentiality and integrity
- Adaptability and flexibility in meeting the changing needs of the organization and the development of this position
- Demonstrates personal initiative in meeting time schedules
- Consistent access to high-speed internet and reliable cell phone service for off-site job responsibilities, as this position offers the opportunity to work on-site or remotely
- Ability and willingness to accept and respond appropriately to professional evaluation of the position

Annual evaluation by the NRVC team liaison, acknowledged by the Board Chair or designee.

This describes the general nature and level of work required in this position; other duties and responsibilities, and additional knowledge, skills and abilities may be required.