

Position: Managing Editor
Department: Newspaper
Supervisor: Chief of Staff
Supervises: No one
FLSA Status: Exempt

Position Summary:

This position serves in a staff capacity to establish and manage the production and printing of the Sac and Fox News. The purpose of the position is to provide oral and written communications to the press, public, and tribal membership.

Duties and Responsibilities:

- Establish and maintain a positive professional relationship with local, State, and Nation (including American Indian) news media (news papers and magazines, etc.).
- Develop appropriate news releases for Business Committee concurrence reflecting SFN accomplishments and/or activities, and assure timely distribution to appropriate media.
- Meets with program directors to discuss projects and editorial thrust of material to be developed for tribal newsletter. Works with Tribal Administrator/Business Committee to determine amount and focus of material for the newsletter and targeted audience.
- Prepares monthly publication outline of newsletter content and featured stories for approval of the Business Committee/Tribal Administrator.
- Develops deadlines, length of copy, and recommends thrust of material for the newsletter. Reviews completed articles, edits or rewrites to suit purposes of newsletter. Writes headlines and subheads. Coordinates with appropriate individuals to review proposed newsletter text. Adjusts text as necessary to meet newsletter needs and discuss focus of material for those audiences. Confers with appropriate staff on graphics, photography, and print completion on final text.
- Serves as the tribal photographer for special events which includes overseeing film processing, etc.
- Oversees newsletter archives for historical purposes located within the SFN Public Library.
- Manages the newsletter operations and publication to insure the basic principles of freedom of press are followed.

Knowledge, Skills, and Abilities:

- Knowledge of effective public relations and the ability to utilize press media resources to announcement appropriate SFN activities and accomplishments.
- Basic knowledge of Native American culture, traditions, and people is highly desirable. Possess excellent verbal and written skills. Possess excellent interpersonal skills.
- Ability to manage and coordinate activities associated with the development of newsletter.
- Excellent skills in operations of computers and associated software required for the development and distribution of a newsletter.

Education and Experience:

- Bachelor's Degree in Public Relations, Journalism, Advertising, communications, or related field.
- Minimum of three (3) years of professional experience in journalism, publications, or public information to gain experience related to newspaper publication may be considered in lieu of above.

Employee's Signature

Date

Supervisor's Signature

Date