Chicago Voz/The Resurrection Project
Job Description

Position Title
Managing Editor

Supervisory Relationship
Digital Communications Coordinator, The Resurrection Project

Organization General Description and Department Description
Chicago Voz, formerly the Pilsen Portal, is a new community online magazine that creates healthy digital communities by providing news, resources, a business directory, historical information, and other original content focusing on Chicago neighborhoods such as Pilsen. Chicago Voz is managed by The Resurrection Project and can be found at www.chicagovoz.org.

The Resurrection Project is one of Chicagoland's most successful community development organizations. Since 1990, The Resurrection Project (TRP) has revitalized predominantly low-income Latino communities on Chicago's Southwest Side through a variety of community development strategies. The organization started with an initial investment of $30,000 collected from concerned neighbors and area churches. Since then, TRP has leveraged this investment into more than $305 million in community investments to serve more than 30,000 individuals, create more than 600 affordable homes, and develop more than 180,000 square feet of community space to meet a variety of needs. The Resurrection Project serves families from all over the metropolitan Chicago region, with a particular focus on the communities of Pilsen, Little Village, Back of the Yards, and Melrose Park.

General Job Description
The Managing Editor will work with TRP's Digital Communications Coordinator to handle the editorial and publication duties of Chicago Voz. The Managing Editor will be responsible for maintaining a publication schedule, editing and posting all articles, supervising Staff Writers, and handling the day-to-day operation of Chicago Voz' digital assets (including website and social media sites). The Managing Editor will serve as the point of contact for Staff Writers to provide guidance, feedback, and instructions as necessary.

This is a six-month position that may be renewed for up to three consecutive terms (18 months) depending on performance. The Managing Editor will receive a stipend of $250 a month for a total of $1,500 for the entire six-month term.

Job Duties and Responsibilities
- Work with Staff Writers to create and maintain a monthly publication schedule to ensure Staff Writers are meeting writing requirements.
- Receive and edit all articles from Staff Writers and Citizen Journalists to ensure factual and grammatical accuracy, professionalism, and journalistic integrity.
- Post completed and edited articles to the Chicago Voz website.
- Promote new articles via Chicago Voz social media assets, including Facebook and Twitter.
- Track monthly progress for each Staff Writer to ensure writing requirements are being met.
- Track and document individual performance of each Staff Writer in order to assess effectiveness, strengths, and weaknesses.
- In partnership with TRP's Digital Communications Coordinator, review Staff Writer performance and make recommendations for renewal of their term as necessary. If circumstances require it, Managing Editor will also make recommendation on the termination of a Staff Writer's term.
- Preserve Chicago Voz brand integrity by ensuring all submitted content represents a professional and fair and balanced account of the subject.
- Be able to provide creative guidance, such as monthly themes and series ideas, to help engage Staff Writers and Citizen Journalists.
- Be able to work with Staff Writers as the point person for guidance, feedback, idea generation, and other questions as necessary.

- Conduct community meetings and community outreach to regularly promote Chicago Voz to grow its readership.
- Participate in monthly meetings onsite with TRP staff to review monthly progress and to address any issues as necessary.
- Participate in the planning and execution of Chicago Voz public promotional events as necessary.

Performance Measures

- Maintain a publication schedule that ensures all Staff Writers complete up to five articles of varying pre-determined lengths.
- Maintain all Chicago Voz digital assets current and up to date with latest articles and content.
- Maintain performance standards of all Staff Writers by tracking and documenting their performance, including strengths and weaknesses.
- Present monthly analytics to track website visits.
- Active participation in monthly meetings with TRP to generate ideas for ongoing community outreach to grow Chicago Voz' readership.
- Coordinate and lead citizen journalism workshops to attract new writers.

Essential Knowledge and Skills

- Bachelor's Degree required.
- Previous experience editing publications required.
- Two or more years of experience in journalism, communications, or publication content management.
- Excellent verbal/written communication skills — required.
- Excellent social media engagement skills (Facebook, Twitter, and LinkedIn) — required.
- Proficient with WordPress-based sites – required.
- English and Spanish bilingual (both written and verbal) – preferred.

Special Working Conditions and Demands

- Ability to meet onsite at TRP office for monthly meetings.

Position Classification

Part-time

Compensation

This is a stipend-based position. The Managing Editor receives a monthly stipend of $250 for a total of $1,500 over the six-month term.

Preparation Date

November 2014

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, or disability.

Application Instructions

If you or someone you know is interested in applying for this position, please send a resume and cover letter by email, mail or fax. No phone calls please.

Contact Information

Email: trpjobs@resurrectionproject.org
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Mail: 1818 South Paulina Ave., Chicago, IL 60608