

San Anto



Cultural Arts

Our Mission: To foster human and community development through community-based arts.

Position: *El Placazo Community Newspaper Managing Editor*
EEO Category: Program Administration
Status: Hourly / Part-time contract (not to exceed 15 hours per week)
Hourly rate: Commensurate with experience
Application Deadline: January 8, 2016

Basic Description

The *El Placazo* Community Newspaper Managing Editor performs a variety of administrative, managerial, and editorial duties to support the organization and successfully publish the newspaper eight times a year.

Supervision

Reports to Executive Director

Essential Duties & Responsibilities

- Responsible for all aspects of *El Placazo*, a publication of San Anto Cultural Arts.
- Manages, recruits, and coordinates student journalists, placing emphasis on youth development by providing skills training in writing, research, design layout, and photo-journalism.
- Supports/encourages well-informed interest in Chicana/o literature, art, culture, community histories and traditions, and other topics of interest to the readership.
- Develops and maintains strong working relationships with local businesses, community-based organizations, colleges, and universities.
- Conducts student and volunteer outreach at community schools and organizations.
- Responsible for adhering to the policies, mission statement, goals, and objectives set forth by San Anto Cultural Arts.
- Manages and maintains an accurate inventory of all EPCN equipment.
- Responsible for all managerial, administrative, and editorial aspects of *El Placazo*, as well as related workshop budgets. Works on *El Placazo* grant reports and proposals with Development Manager.
- Designs promotional materials for the newspaper, including flyers and postcards.
- Attends monthly board meetings, as necessary.
- Other duties as assigned by the Executive Director.

Qualifications

- General computer proficiency, including knowledge of Internet-based research, email, and social media platforms.
- Highly proficient in Microsoft Word, Excel, Access, PowerPoint, Publisher, Adobe Creative Suite 4, and other design software.
- Expert English-language skills—written and oral. Spanish-language proficiency preferred.

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Qualifications (cont.)

- Ability to communicate effectively with diverse stakeholders.
- Ability to work well with others, multi-task, and problem-solve.
- Organized and self-motivated.
- Must pass background check.

Training/Experience

- Highly experienced in all aspects of newspaper production.
- Has demonstrated success in public speaking, community organizing, student recruitment, fostering strong relationships with guest/regular contributors, and organizing/managing student workshops.
- Bachelor's degree from accredited college/university (preferred majors: journalism and English) or equivalent expertise; master's degree preferred.
- Three years' experience working with youth.
- Demonstrated ability to communicate with people from varied socio-economic, ethnic, and educational backgrounds.

TO APPLY

Please submit a cover letter, résumé, and two writing samples (max. total: six pages) that reflect applicant's commitment to journalistic excellence by **January 8, 2016** to:
executivedirector@sananto.org

Incomplete applications will not be accepted.