



## WEB EDITOR

### POSITION SUMMARY

Reporting to the Publications Coordinator and the Editor-in-Chief, the Web Editor is primarily responsible for digitally distributing the Weal's content on our Wordpress website, and managing the Weal's social media pages to grow and maintain a following.

### RESPONSIBILITIES

1. Provide the Weal with regularly published, high-quality, and reader-friendly Wordpress posts, effective social media hits, and creative social media campaigns, and analytics reports.
2. Search engine optimize all content on theweal.com
3. Meet all deadlines as determined by the Publications Coordinator and the Editor-in-Chief.
4. Contribute in the execution of duties on a weekly part-time basis.

### DUTIES

The Web Editor shall:

1. Complete preparation and layout for each weekly batch of posts for The Weal.
2. Prepare photos and other graphic elements for Wordpress and social media.
3. Coordinate graphic elements with designers, and section editors as story ideas are brainstormed.
4. Collaborate on the execution of social media campaigns as directed by the Publications Coordinator and the Editor-in-Chief.
5. Be available Mondays to Thursdays for executing Wordpress, and social media duties.
6. Ensure all online activity representing the Weal is thought out and executed with purpose, and care.
7. Work to develop and assist any interested volunteers.

### REPORTING RELATIONSHIPS

Reports to: Publications Coordinator, Editor-in-Chief

Supervises: Volunteer web assistants

### QUALIFICATIONS

- Currently enrolled in a SAIT program.
- Responsible, mature, and dependable.
- Enthusiastic about the way words and images can work together.
- Comfortable with Indesign and the Adobe suite.
- A visual thinker who can communicate ideas that support written content.
- Ability to accept and offer feedback.
- Interested in designing interesting and fresh content each week
- Keen attention to detail.
- Confident in using Wordpress.
- Comfortable with using Hootsuite, Twitter, Facebook, Instagram, etc.
- Excellent problem-solving skills.

### APPLICATION

Applicants are to email their cover letter and resume to theweal@gmail.com with the subject-line "Weal Web Editor 2019-2020" by Feb. 15, 2019.

