



## **Career Opportunity: Diocese of Rupert's Land News Editor**

Diocese of Rupert's Land, Anglican Church of Canada [www.rupertsland.ca](http://www.rupertsland.ca)

***We are part of an international faith community bound together through sacramental worship, proclaiming the Good News of Jesus Christ and responding compassionately to the world around us. The Anglican Diocese of Rupert's Land encompasses 70 Anglican parishes in southern Manitoba and northwestern Ontario. Our Diocesan staff, located in Winnipeg, supports and serves the clergy, lay leaders and members of our parishes and liaises with the staff of the national office of the Anglican Church of Canada.***

### **Our Opportunity**

To invite to our Diocesan leadership team an experienced Editor to provide specialized communications services for the Diocese of Rupert's Land and specifically for the Diocese of Rupert's Land News (RLN). The RLN publishes a monthly online magazine ten times a year and weekly online updates. In addition, you will manage the Facebook, Twitter and Instagram accounts associated with our news. Working with the Advisory Board, you will create themes for each issue and then seek out authors to write to those themes. You will work with an external designer to prepare and publish the material in an online magazine format. You are a self-starter, prepared to work independently and from home/remotely. The RLN Editor reports to the Publisher of the RLN (the Bishop of the Diocese). In summary, the key responsibilities include: soliciting and editing articles and news items, publishing and distributing online magazine and maintaining social media sites. Our opportunity is a 20 hours per week part-time role.

### **What You Offer**

A related college diploma in, for example, journalism, communications, creative communications, or a university degree, plus at least two years' relevant experience in internal and external communications, writing, editing, developing communications materials, related issues management, etc. An alternative is an equivalent combination of education, training and experience. Technical and behavioural knowledge required to perform the role at a competent level include:

- working knowledge of general editing principles and procedures along with Canadian publishing standards, including the development of production schedules
- working knowledge of word processors, WordPress websites and MailChimp and basic design or layout
- ability to present facts in language and style that is appropriate to the target audiences.
- ability to work well under pressure, flexibility and balance competing priorities and deadlines.
- excellent writing and editing skills; the ability to professionally inform others, increase awareness.
- understanding of web technologies/ social media such as Facebook, Twitter, Instagram, YouTube, etc.
- strong organizational and time management skills; ability to multi-task and anticipate needs.
- manage time to devote appropriate attention to both the weekly updates as well as the monthly magazine.
- ability to work both remotely/independently and also collaboratively in a team-oriented environment.
- strong analytical, problem-solving and critical/creative thinking skills
- integrity; focused on producing high quality and credible outcomes.
- ability to maintain strict confidentiality and exercise tact and diplomacy in all undertakings.
- excellent communication and interpersonal skills

### **What We Offer**

- A part-time position of 20 hours per week and in addition to salary, our compensation package includes enrollment in our pension plan and several of our benefit plans.

***A detailed job description is available upon email request. We invite you to submit your letter of application, and CV/resume in confidence via email, including references and salary expectations, by July 31. Our email address is: [general@rupertsland.ca](mailto:general@rupertsland.ca)***

Diocese of Rupert's Land  
935 Nesbitt Bay, Winnipeg, MB R3T 1W6 [www.rupertsland.ca](http://www.rupertsland.ca)

***We thank all applicants for their interest. Only those selected for an interview will be contacted.***