

God's Field Editor

Job Summary: The Editor reports to the Prime Bishop or his designee and is responsible for the monthly online publication of God's Field. Responsibilities include initiating contacts and follow-up to elicit articles for timely publication within established guidelines. Edits copy and prepares for publication. Utilizes online publishing skills to recommend layout design for publication to create an appealing and user friendly format. Collaborates with Webmaster and others to provide for secure link on PNCC.org website and possible other means of effective distribution to subscribers. Obtains approval from Prime Bishop prior to release of each edition.

Duties and Responsibilities

1. Contacts clergy and laity as appropriate to obtain articles, clarify information and review edits. Assures that established guidelines for content are met to cover all segments. Edits articles submitted, reviewing for grammar and spelling, and as necessary for clarity of content. May need to recommend changes in length to accommodate layout.
2. Establishes and adheres to timelines and deadlines; follows up to assure timeliness of contributors. Presents final draft to Prime Bishop for approval prior to release; facilitates and implements changes as directed.
3. Recommends layout design for newspaper with the goal of increasing readership by creating an esthetically appealing, informative and user friendly format of professional quality. Ideally the format will support subscribers' ability to print either an article or page as desired.
4. Collaborates and recommends plan for effective distribution to subscribers. This will involve, but is not limited to: working with Webmaster in regards to online subscription and delivery; exploring options for limited print distribution and cost; working with PNCC Treasure in regards to budget, subscriptions, and other related items.
5. Serves as primary contact for questions concerning subscriptions, troubleshooting of user problems, and for submission of articles or requests for information.
6. Receives reader questions submitted for answering within the paper. Identifies most appropriate clergy or layperson to respond and forwards question accordingly.
7. Maintains reference file of formats, publishing information and forms.
8. Performs other related duties as assigned or as necessary for the successful publication and distribution of God's Field.

Qualifications

1. Demonstrated skills and abilities to prepare and format electronic newspaper, preferably more complex than simple newsletter. Supply a sample of publication to which they have contributed along with a brief description of the level of responsibility for that publication.
2. Demonstrated editing ability
3. Interpersonal ability and organizational skills to solicit and assimilate information from all resources available.

4. Excellent verbal and written communication skills in English.
5. Thorough knowledge of electronic publication, layout design, electronic distribution, and photo editing
6. Ability to withstand stress of tight deadlines and to manage others to deadlines without compromising final product.
7. Ability to perform at high level of productivity, with strong analytical skills, organizational skills, and with attention to detail and accuracy with minimum supervision
8. Ability to work well with all segments of the organization as well as with external subscribers and contacts.
9. Broad knowledge of PNCC structure, hierarchy, and history.