Catholic Mom Comunidad

Editor Job Description

The Editor of Catholic Mom Comunidad will play an important role in the initiation, development, and ongoing support of this Spanish language part of the Catholic Mom mission to women.

The Editor works under the direction of the Catholic Mom Brand Manager and works as part of the Catholic Mom team.

Requirements for the position:

- A native Spanish speaker, familiar with nuances and differences in culture and language usages among Spanish speakers.
- Fluency in English, able to recognize precision of translation from English to Spanish.
- Developed editorial skills and a love of language.
- Computer proficiency in software and programs used, to accomplish tasks listed below and willingness to learn.
- Bachelor's degree or foreign equivalent preferably, demonstrating knowledge in communications, the Spanish language and Catholicism.
- Demonstrates the ability to work as a member of work team in an environment that values humility, zeal, smart thinking and acting while at the same time, self-motivated with self-management skills.
- Interpersonal skills for collaborating with others on tasks and for building relationships.
- Some knowledge of digital communications, mission, and marketing. Some experience in and willingness to learn empirical research analysis, assessment, and reporting results.
- As a mission position, this person should be a practicing Catholic woman, faithful to Church teachings and discipline. Must possess a knowledge of Catholic teaching, practice, and customs.
- Knows, respects, and embraces the mission of Holy Cross Family Ministries. Knows and abides by the policies and procedures, and guiding principles of Holy Cross Family Ministries.

Responsibilities:

ARTICLES:

- Receive articles from authors, mark editorial calendar, file for publication. Review articles and flag potential content/tone issues (for review by brand manager and/or chaplain)
- Source and size images for articles according to site specifications
- Format articles for use on site
- Lightly edit articles
- Schedule articles to publish according to editorial calendar

- Moderate comments
- Follow image-sourcing and image-credit procedures as specified by HCFM
- Follow HCFM style guide
- Meet weekly with brand manager to discuss content and status
- Meet monthly with CM team

AUTHORS:

- Communicate with authors regularly
- Receive applications for new contributors and forward to brand manager for discussion/confirmation

CALENDAR:

- Maintain editorial calendar; adjust as needed for holiday coverage or to balance absences
- Review calendar regularly to make sure all time slots are covered

RECORD KEEPING

- Maintain contributor database (updated yearly and as necessary when contributors send new info)

INITIAL WORK COMMITMENT: 10 HOURS PER WEEK. As Catholic Mom Comunidad continues to grow, the hours of work may increase