


Job Opening		 United Methodist communications
A General Agencies of the United Methodist Church		
Position Title: News Editor	Level: "Level 14"	
Reports To (Title): Director, Media Group	Exemption Status: Exempt Team: Media Group\United Methodist News Service (UMNS)	Date: January 21, 2009

Basic Purpose: This section describes the position's basic purpose or mission.
Serves as the editor for the news writing team, editing copy, coordinating assignments, overseeing news pages and supervising staff.

Essential Job Functions: This section describes up to six major elements of the job, listed in order of importance. The description includes <u>what</u> is done, <u>why</u> it is done and an estimate of the total working <u>time</u> the incumbent spends on each task.		
Essential Job Function		% of Time
1.	Oversees the editing of United Methodist News Service (UMNS) stories, captions, teasers and other content.	60%
2.	Supervises a staff of multimedia reporters to ensure coverage of United Methodist Church news and current events.	20%
3.	Oversees United Methodist News Service content flow for Web production and reviews daily news pages. Maintains and circulates daily news content calendar.	15%
4.	Provides leadership and instructions for stringers on UMNS assignments.	5%

Major Accountabilities: This section describes the major accountabilities for the position. An accountability statement has a "bottom-line" orientation that often will encompass several essential job functions as listed above.	
1.	Edits the daily United Methodist News stories, captions and content. Ensures that stories are clear and concise and have thorough story packages and page presentations.
2.	Ensures coverage of United Methodist Church news. Ensures that team produces thorough coverage of the major news of the church as well as in-depth treatment of issues and feature topics.
3.	Supervises all news staff writers. Promotes teamwork and close communication among all staff, especially between news writers and editor, and ensures everyone has the same understanding of team assignments and needs. .

Job Standards: This section describes the minimum knowledge, skills and abilities needed to perform the essential job functions.	
Education What is the minimum level of formal education required?	The job requires a bachelor's degree in journalism, broadcast or a related field or at least five years' experience as a professional news editor and/or writer. Management experience or training is a plus. (4)

