

The Cascade Executive Editor contract

Rate of pay: \$330 per issue

Job Description:

The Executive Editor (EE) is the Executive Director and chief editor of *The Cascade*. They provide leadership and encouragement to the staff and contractors of *The Cascade*. The EE is ultimately responsible for all published material and establishing the editorial tone and direction of *The Cascade newspaper*. They will work in tandem with the Managing Editor to manage staff and ensure a smooth editorial workflow, and with the Creative Director to establish the vision and goals of the organization.

While this description attempts to outline the scope of the EE's position, all executive positions will work as a team, with the leadership of the EE, to ensure *The Cascade* achieves the goals outlined in the Cascade Journalism Society's bylaws and to work towards fostering a welcoming environment for volunteers and the UFV community.

They are expected to grow the capacity of *The Cascade*, and to encourage UFV students to contribute. The EE is responsible for maintaining relations between *The Cascade* and the general public, and also between the Board of Directors and the Editorial Board. The EE shall follow the wishes of staff as expressed in staff decisions, and at all times, the EE shall adhere to the Cascade Journalism Society's bylaws and other policies.

Duties and Responsibilities

1. Ultimately be responsible for the editorial content of *The Cascade*.
2. Leads and guides all contractors and contributors towards organization and individual success.
3. Serve as public representative for *The Cascade* newspaper.
4. With the Managing Editor, oversees the weekly production cycle.
5. Works with Business Manager to develop the budget.
6. Review and sign off on all pages of *The Cascade* before publication. No pages can be published without the approval of the Executive Editor. (However, the CJS board may force something to be published if it falls under the appropriate exceptions of Bylaw 44.)
7. Ensures topics covered by *The Cascade* are relevant to readers.
8. With the Creative Director, steers the organization direction of the *The Cascade*.
9. Respond promptly to any complaints *The Cascade* receives.

10. If *The Cascade* is threatened financially, the Executive Editor is responsible to take emergency measures in consultation with the Board of Directors.
11. When no policy is in place for editorial content, the Executive Editor must use their best judgment to make a decision, and then have a report prepared for the CJS board one week later in conjunction with the Managing Editor; however, in cases of conflict, the EIC has final decision.
12. With the Managing Editor, ensure staff members are aware of meetings and other newspaper events, providing minimum of 24 hours notice to regular meetings.
13. Sit on the Executive Editor selection committee, unless he or she is reapplying for the position or has a conflict of interest.
14. Submit reports and an end-of-term transition report to the CJS board.
15. Any other powers and duties prescribed by the bylaws, policy manual or constitution.
16. Write the weekly editorial, as well as other content if necessary.
17. Hire, train, and discipline or dismiss staff when necessary, in conjunction with Managing Editor.
18. Must provide working equipment. I.e Laptop
19. Must bill the Cascade for work completed.

Qualifications

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be available to work varying hours.
3. Must be available to be present in the office for at least 16 hours per week, especially on Mondays and Tuesdays.
4. Must be able to deal effectively with Society and university staff, students and the general public.
5. Must demonstrate strong literacy skills and excellent command of the English language. An editing test will be administered during the interview process.
6. Must have knowledge of all relevant laws and journalistic standards concerning libel.
7. Must be able and willing to work with a diverse group of volunteers, and to resolve conflicts when they arise.