

## Position Description—Editorial Director

**Title:** Editorial Director

**General Purpose:**

The editorial director is responsible for planning, managing, and creating written content and editorial standards for sorority print and online publishing as directed by the VP Communications.

**Classification:** Appointed for 2017–18 (protocol for future years TBD)

**Level:** National Director

**Relationships to Other Positions:**

Appointed by: VP Communications after discussion with National Executive Board (NEB)

Accountable to: VP Communications

Support from: VP Communications

Works with: NEB as directed, communications team especially writers and graphic designers, director of administration, outside vendors

**Term of Service:** One-year appointment; subsequent term TBD (two consecutive term limit applies)

**Time Commitment:** 5–10 hours per week (higher hours during Chevron production and major events)

**Required Qualifications:**

- Lifetime member with alumna status in good standing preferred

**Knowledge/Abilities/Experience:**

- Solid knowledge and experience in writing, editing, and establishing/maintaining editorial style
- Experience with Microsoft Office, email newsletters, and proficient overall computer abilities
- Excellent written communication and interviewing skills
- Project management, organizational and scheduling skills
- Professional collaboration with communications team and vendors, including budget and requisitions
- Awareness of OPA marketing/communications strategy and brand compliance

**Duties and Responsibilities**

- Work with writers, copyeditor, website director, and social media director to create consistent written content and brand messaging for sorority communications
- Act as managing editor and project manager for up to four issues of the Chevron per year
- Assign and request Chevron content per overall sorority goals and communications strategy
- Provide content for monthly newsletters using MailChimp, delegate production when needed
- Collaborate with design director and designers to provide consistent brand identity
- Assure dissemination of content from other sorority teams to communications directors/team
- Work with NEB and national team to create and/or edit written content, including invitations, fundraising materials, video scripts, presentations, speeches, and major correspondence
- Work with handbook coordinator and historical records coordinator to maintain editorial accuracy
- Submit regular reports to the VP Communications if needed

**Convention/Mid-year/Leadership Training attendance required?** Yes / No / Yes