

# Job Posting:

## Editor-in-Chief

### Description:

Looking for a highly motivated visionary who is qualified and able to inspire and inform individuals who interact with all Rematriation Magazine multimedia. This person will bring their vision to direct and manage all Rematriation Magazine media platforms and content, and bring the magazine to its next level in supporting Indigenous women's leadership and educating public audiences.

We are seeking an individual who holds a deep understanding of matrilineal and matrifocal Indigenous lifeways; and will communicate this effectively across the magazine's platforms.

We are seeking an individual with a great work ethic and optimistic personality, who brings a great strong sense of communication and business strategies and implementation, has a great eye for design and layout, is confident in multimedia content creation and management, is an excellent collaborator and has the ability to work independently, and meet deadlines.

This individual will work in collaboration with the host non-profit organization that supports women from across the Haudenosaunee Confederacy and Indigenous Sisters in our territories and connected to our work.

The individual may work from any location.

### Job description:

- Direct and manage Rematriation Magazine's digital platforms and content: social media, website, e-newsletter and text communications.
- Create and implement a strategic plan for the magazine in collaboration with the Executive Director/Editor-at-large, including content focus and supporting the non-profit's directives.
- Weave, incorporate, encourage matrilineal and matrifocal Indigenous lifeways into all content and strategic planning.
- Stay informed of current news in Indigenous media outlets and communities, mainstream media outlets and integrate relevant information into content and communication to magazine members.
- Collaborate between the Magazine, the Sisterhood and existing partnerships.
- Management of group memberships and expansion of networks and partnerships.
- Provide regular reports to the Executive Director, board members and other stakeholders, including platform analytics, trends, recommendations and budgets.
- Comfortable working remotely with regular video conferencing in a start-up environment, and work in-person when conditions are safe for a working environment.
- Travel when necessary for stories, team meetings and Sisterhood gatherings.

### Responsibilities:

- Perform editorial duties that require independent judgment and a high level of communication skills.
- Gathering and managing content and communications across multiple media platforms.
- Preparation and editing of correspondence, reports, articles, social media posts and e-newsletter
- Design and create layouts for all media content in graphic design software and social media platforms.
- Manage contributors and team members content and deadlines.
- Manage budget.
- Presentations as requested and necessary to promote the

- Quality control of content through reading analytics and utilization.
- Navigate and shift as necessary with trends across platforms.
- Create and execute strategic plans with the Executive Director of high quality in a timely manner.
- Work cross-departmentally to promote the non-profit's efforts.
- Give and receive feedback in a healthy and constructive manner, encouraging teamwork and inclusivity to promote effective teamwork and independent project completion.

## **Technical Skills & Knowledge:**

- Skilled in Google Suite, Microsoft Office and Adobe Professional suite or other graphics software, with the expert ability to create and revise documents.
- Excellent oral and written communication skills.
- Multi-media organization and curatorial skills.
- Excellent organizational skills, and the ability to multitask in a quickly changing media environment.
- Solid interpersonal skills.
- Strong writing and editorial skills.
- Knowledgeable in multimedia content creation and editing (articles, videos, podcasts)
- Knowledgeable in digital marketing.
- Knowledge of Slack, Canva and WordPress website management are ideal.
- Website coding not required but beneficial for work requirements.
- Strong communications skills and comfort in public communications through multiple platforms.
- Collaboration, amicability and effective communications with team members and the ability to work cross-departmentally with non-profit's efforts.
- Management of budgets.
- Flexibility to work independently and in team environments
- Deep understanding of matrilineal and matrifocal Indigenous lifeways and Indigenous media Knowledge of Indigenous Nations and tribes across Turtle Island and the current issues these communities are facing

## **Oversight and Direction:**

- Receives moderate to limited supervision working from objectives set by the Executive Director.
- Employee organizes and carries out most assignments in accordance with standard practices, instructions or previous training. Employees handle some unique situations independently.
- Initial training period will be conducted by the Executive Director.

## **Problem Solving:**

- Independently researches solutions to problems, seeks guidance for feedback with the Executive Director.
- Confident in decision making processes and execution of plans.
- Brings challenges and opportunities to the Executive Director and team members.

## **Education/Experience:**

- Preferred master's degree with 3-5 years experience working in a media field, non-profit experience, and managerial and financial/budget experience.
- Bachelor's degree acceptable with relevant experience.
- Or demonstrated experience to meet the job requirements.
- Deep understanding of matrilineal and matrifocal Indigenous lifeways and Indigenous media are paramount to this position.
- Familiarity with intergenerational trauma/trauma informed care

## **Salary and Hours:**

- Based on experience and commensurate with non-profit start up scale.
- Full time, flexible schedule
- Minimum 1 year contract

## **Interested Applicants:**

- All interested candidates should apply
- Send a cover letter, resume and samples of writing and relevant multi-media work to Michelle Schenandoah: michelle@rematriation.com by September 30th.