



# Student Association of George Brown College

<b>Job Title:</b>	News Editor	<b>Job Category:</b>	Part-time, Support Staff
<b>Department/ Program:</b>	Operations, Communications	<b>Reports to:</b>	Publications & Communications Coordinator
<b>Location:</b>	GBC Campuses: Casa Loma (main), St. James and Waterfront Campus, remote work where applicable	<b>Will Train Applicant(s):</b>	Yes
<b>Rate of Pay:</b>	\$15.50/hr (up to 20 hours per week)	<b>Position Type:</b>	Part-Time Temporary Contract
<b>Travel Required:</b>	Yes	<b>Start &amp; End Date:</b>	July 2023 - April 30, 2024
<b>Number of Vacancies:</b>	1	<b>Posting Expires:</b>	June 4, 2023 11:59PM *or until position is filled

**How to Apply:**

Submit **cover letter AND résumé to:** [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Subject Line: <your name>: News Editor Application

\*\* Please attach your Cover Letter and Resume in a PDF, AND portfolio of previous journalism work

**About the Student Association & Its Program offerings**

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, events and recreation, clubs, academic support and legal services

**Job Overview:**

Student Media has the power to help students make sense of the world and access what they need to know. The importance of staying connected through stories, media, and news is all the more important to students navigating their post-secondary experience. As News Editor you aim for the highest quality and help guide other student staff to those achieve those standards.

The News Editor help source ideas, develop pitches, direct story assignments, and supports the Publisher and Editor-in-Chief. Fulfilling this role means taking pride and responsibility in editing content across all sections of print and online publication. Editors minimize errors, and maximize relevancy – all with a timeliness that serves students. Overall, you'll work with a team of student creatives and journalists, and be part of a long-standing, award-winning student newspaper, the Dialog.

**GENERAL RESPONSIBILITIES:**

- Model best journalistic practices and style standards, supporting other staff in doing the same.
- Listen to pitches for story ideas, and evaluate as needed.
- Assign stories and submission deadlines to part-time staff reporters as delegated.
- Help plan, assign, choose graphic and photo assignments to accompany stories.

- Support the Coordinator by delivering to mission (including story and/or theme selection and coverage).
- Help edit content to suit different platforms and identified audiences.
- Ensure student media staff keep secure, accurate, and up-to-date records of research, interviews, notes, etc.
- Edit content prior to publication, ensuring stories are accurate and to standard.
- Help with ads and ad sales with marketing staff as needed, ensuring agreed placement/fulfillment.
- Collaborate with other SA departments to ensure organization events run smoothly and effectively.
- Work cohesively with other SA student media and program staff.
- Contribute to positive working relationships with Student Association staff, GBC college, and community.
- Actively participate in trainings and learning opportunities (internal and external).
- Attend SA events and programming for content as needed.
- Stay current on student issues and politics.
- Other duties as assigned.

## **YOU HAVE:**

- Interest in journalism and media.
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/ publishing
- Effective communication skills.
- Proven ability to work in advance and to strict deadlines, without compromise to standards.
- Commitment to share inputs that make the work stronger.
- Professional ability to welcome and accept feedback with learner's mindset
- Knowledge of social media platforms and communicating messages effectively on each.
- Keen ability to accept projects as assigned; willingness to ask questions.
- Proactive and self-motivated mindset.
- Proficiency in internet research and computers skills, including Microsoft Office Suite, Microsoft Teams, OneDrive, Zoom, Google suite, social media, phones, and email.
- Ability to work independently with minimal supervision, but team oriented.
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement.

## **YOU MIGHT ALSO HAVE:**

- Portfolio of past work as a journalist, editor, author, etc.
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/ publishing.
- Familiarity of Canadian Press (CP) style; familiarity with Canadian University Press (CUP).
- Competency in digital photography, and Adobe Creative Suite (InDesign, Photoshop, and Illustrator).
- Videography and/or video editing skills.
- Experience with project management basics, and working with strategies.
- Interest or experience in metrics; measuring and evaluating readership.
- Understanding of equity in relation to media representation.



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## **REQUIRED:**

- Full-time GBC students enrolled 2023-2024 prioritized, or GBC part-time student and/or recent grads/alumni
- Availability  
Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts Typical shifts occur Monday-Friday 9am-5pm.
- HOW TO APPLY: Must submit cover letter, résumé AND portfolio of previous journalism work.

*Student Association Vision:  
Students are empowered to influence a just world.*

*Mission Statement:  
We are committed to supporting each other and the students of George Brown College in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

*Commitment to Equity:  
The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.*