

POSITION:	Listings & Web Editor
REPORTS TO:	Editor
DEPARTMENT:	Where Calgary
LOCATION:	Downtown Calgary
STATUS:	Full Time
APPLICATION DEADLINE:	July 30, 2010

Summary:

St. Joseph Media is Canada's third largest magazine publisher with brands including award-winning titles such as *Toronto Life*, *Fashion*, *WeddingBells*, *Mariage Quebec*, *WHERE Canada magazines*, *Canadian Family*, and *Quill & Quire*.

The Listings & Web Editor will work closely with the Publisher, Editor, and Art Director in developing the overall content of assigned consumer magazine publications, developing an editorial schedule, as well as editing and managing website content including online contests, polls and regular exclusive online features. This editorial position involves developing article ideas, writing features, sidebars, and newsletter articles, fact checking, editing business listings, and helping to teach and supervise the intern. Article research and minor administrative support and working with freelance writers are also required within this position.

Responsibilities:

- Write, edit and approve copy for magazine publication and website, in consultation with the Editor
- Direct editorial work through the fact checking, copyediting and production processes
- Assist the Editor in the preparation and transmission of a monthly web newsletter
- Participate in long-term editorial content planning and contribute to training and quality improvement initiatives
- Assist in strengthening social media presence (e.g. Twitter, Facebook, etc.)
- Help supervise and teach the editorial intern
- Work closely with Account Managers to ensure all advertising clients' business listings are correct, and included in the appropriate publication issues
- Regular interaction with industry experts in related field
- Attend community and industry related events and functions, as assigned by the Editor.
- Attend to minor administrative tasks in the form of monthly online contests and editorial mail-outs

Qualifications and Requirements:

- Minimum of two years' writing and/or editing background, preferably in magazine journalism
- Bachelor's degree in journalism, communications, English or other relevant course of study
- Excellent Internet and Mac skills, and strong knowledge of how to use the Web to find information
- Basic understanding of information technology concepts and a willingness and ability to learn more about computers and corporate computing

- Good organizational skills
- Strong strategic thinker
- Familiarity with Wordpress, Photoshop, Quark, InDesign, basic html coding, social media preferred
- Strong understanding of CP Style
- Be comfortable working in a collaborative team environment

Interested candidates please forward your resume to: hr@stjosephmedia.com (please indicate the job title in the subject line).

We thank all applicants, however, only those selected for interviews will be contacted