

Editor-in-Chief, The Cord

Job Description and Priorities

Position Description:

Hired by the President and Publisher, *The Cord* Editor-in-Chief is responsible for overseeing production of *The Cord* on a weekly basis and ensuring all deadlines are met. The EIC hires and supervises the work of all Cord staff and volunteers.

Reports To: President and Publisher

Supervises: *The Cord* Editorial board and senior staff, and *The Cord* volunteers

Term of Office: May 1, 2021 to April 30, 2022 for 35 hours/week

Responsibilities:

1. Responsible for the overall production for *The Cord* newspaper and maintenance of thecord.ca website
2. Responsible for hiring the Editorial board, as well as senior staff, and overseeing the hiring process for general volunteers
3. Ensure all volunteers and staff and properly oriented and trained
4. Meet regularly with the Editorial board
5. Manage all direct staff and ensure the effective supervision of all staff and volunteers
6. Ensure that all Cord staff and volunteers are informed of and compliant with WLUSP policy and code of conduct, etc.
7. Facilitate regular professional development activities for Cord staff and volunteers
8. Oversee and participate in activities undertaken to recruit and orient new Cord staff and volunteers, including booting and workshops
9. Conduct mid-year reviews with members of the Editorial board and senior staff
10. Prepare and manage The Cord's budget for President and Board approval
11. Attend all staff meetings unless due warning is provided to the President
12. Attend all meetings and conferences as required by the President or the Executive Director
13. Ensure that The Cord is sent to the printer on time
14. Responsible for directing the production of the WLU'er, Wingspan and Orbiter
15. Manages and oversees all uses or representation of the Cord logo or brand
16. Prepare reports for the Board of Directors (BOD) as required by the BOD or President
17. Prepare a year-end transition report for the next EIC of The Cord
18. Any other reasonable duties as required by the President and/or the Executive Director

About department head positions:

A publication's department head is responsible for ensuring the production of their publication and, where applicable, their publication's website. They are responsible for maintaining deadlines, overseeing production, maintaining consistent quality, preventing any instance of libel or plagiarism, preparing budgets, and managing staff and volunteers.

These roles give you the opportunity to grow your professional skills and challenge yourself in an environment focused on growth and development by creating high-quality products that are enjoyed by the Laurier and Brantford community.

This position will provide a great opportunity to build experience in media, student journalism and creative fields, and allow you the chance to be a part of one of the most inclusive, friendly, and fun organizations on the Laurier campus.

Application requirements:

If you would like to apply for this position, please send an email to president@wlusp.com with the following requirements:

- Subject line "The Cord Application: Editor-in-Chief"
- Resume (1 page, PDF)
- Platform (30-page maximum, PDF)

A platform is your vision for the upcoming year. Include your goals for the publication, your experience/what you'll bring to the role, departmental structure, capital asset improvements and any details you feel should be included in your document.

- Clearly state your name, year of study, contact information and the position you are applying for on a cover page
- Clearly label the sections of your platform
- In your platform, clearly outline all positions and roles within the publication you are applying for. As well, clearly state any changes you wish to implement within those positions or roles if applicable

Upon applying for the position, if successful, you will be contacted by Aaron Waitson, the current President and Publisher, to set an interview date/time.

THE CORD