

Editor-in-Chief, The Sputnik

Position Description and Priorities

Reports To: Brantford Manager of Operations, President

Supervises: The Sputnik Editorial Board, The Sputnik Volunteers

Term of Office: May 1, 201 to April 30, 201 for 15 hrs/week

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

Responsibilities:

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