

COMMENT - JOB POSTING

MANAGING EDITOR

FULL-TIME, PERMANENT

LOCATION

Worldwide / Prefer Hamilton or Ottawa, Ontario

REPORTS TO

Editor-in-Chief, *Comment*



GENERAL JOB DESCRIPTION

Cardus is a non-partisan think tank dedicated to clarifying and strengthening, through research and dialogue, the ways in which society's institutions can work together for the common good.

Comment Magazine is one of the core publications of Cardus. In our print and online essays, we zoom in on the multiple components that make up North America's social architecture: the institutions that serve as the scaffolding and skeleton of social life.

Reporting to the *Comment* Editor-in-Chief, the main objective of the Managing Editor is to administer the day-to-day operations of *Comment* in print, in person, and online.

RESPONSIBILITIES - POSITION EMPHASES

- Enforces operational systems for the integration and execution of *Comment*, which includes:
- Designing and maintaining the Master Calendar (publication lineups, schedule and timelines) of the entirety of the team's editorial, production and marketing activity, podcast seasons and episodes, events, meetings, and stakeholder list-building;
- Manage all *Comment* content both in print, in person, and online;
- Daily maintenance of Asana and enforcing deadlines;
- Publishing weekly briefings for editorial colleagues, including both coordination details but also editorial selections (e.g. for archive pieces to feature in upcoming weekly emails);
- Clerks Editorial meetings, Contributing Editor meetings, and Breaking Ground Advisory Council meetings;
- Oversees and executes publishing of content onto website via WordPress;
- Administers *Comment's* responsibilities to contributors, including follow-up when there is email lag, author payments, and maintenance of author and podcast guest biographies online and in print;
- Monitors and/or edits *Comment* social media posts;
- Executes the *Comment* marketing strategy in partnership with the Marketing Director;
- Manages podcast transcript creation and editing before handing it off to an audio engineer;
- Works with Asana and Salesforce for workflow and people management;
- Works with printer to ensure the quarterly print magazine hits publish deadlines and is error-free.

CORE COMPETENCIES AND QUALIFICATIONS

- The candidate will be able to demonstrate a deep commitment to the mission and vision of Cardus. We are looking for a detailed in cover letter, or your application will not be considered;
- Strong organizational skills. We want to hear about your ability to perform and prioritize multiple tasks seamlessly with keen attention to detail;
- Integrative thinker, who has the capacity to evaluate and implement *Comment's* vision into concrete steps;
- Excellent communication skills, orally and in writing;
- Highly resourceful team player, who can also work independently;
- Demonstrated ability to handle sensitive information with discretion and trustworthiness.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required, humanities preferred;
- Knowledge of Microsoft Office suite, Dropbox, and social media tools;
- Experience with Asana or other project management software is an asset;
- At least three years of relevant experience.

HOW TO APPLY

Please prepare a cover letter that specifically describes the extent to which you meet each of the qualifications that we are seeking. Combine your cover letter and resume/CV into one file and upload [here](#). We will review applications as they are received, and the position will be posted until filled. We look forward to hearing from you.

APPLY NOW