

Job Posting: Postillion Editor

The Saskatchewan German Council is currently looking for an editor for the quarterly newsletter Postillion. The primary role of the editor will be to oversee the newsletter from planning stages to printed publication.

Editorial Tasks

- Contact and remind SGC members, staff and board members regarding submissions and deadlines
- Communicate with the SGC Executive Director regarding topics/articles to be included
- Research and write content for the newsletter
- Choose photos and images for newsletter
- Generate advertising
- Proofread submitted articles in English and German
- Prepare the layout for each quarterly issue, within a template for the publication following SGC branding
- Communicate with the printer regarding the schedule
- Present the finished publication to the SGC Executive Director for approval, prior to submitting it to the printer
- Submit the publication to the printer within eleven (11) days of the submission deadline

Qualifications:

Knowledge, Skills and Abilities

- Proficiency in the use of by Adobe InDesign software
- Ability to communicate in English and German
- Writing and editing experience
- Strong organizational skills
- Attention to detail

Hours: 30+ hours/issue

Starting salary: depending on qualifications, \$600 per issue

How to apply: Please send your résumé & cover letter to the SGC office, gabi@saskgermancouncil.org

Contact: Gabriele Waidelich, Executive Director

Deadline for applications: October 31, 2021

Start date: November 2021

Note: The Saskatchewan German Council Inc. is an equal opportunity employer.