

**Title:** Managing Editor, *Leader* magazine

**Reports to:** Editorial Director

**Term:** Contract



### **MennoMedia priorities**

MennoMedia is the publishing arm of Mennonite Church USA and Mennonite Church Canada. We exist to engage and shape church and society with resources for living Christian faith from an Anabaptist perspective. We do this through various print and electronic media, including books, curriculum, periodicals and videos. Our trade book division publishes books under Herald Press.

### **Position Summary**

The managing editor of *Leader* magazine oversees all aspects of this quarterly magazine that seeks to offer practical, effective resources for pastors and lay leaders from an Anabaptist perspective.

### **Responsibilities**

1. Assemble and oversee a collaborative editorial committee that meets via video conference. This committee is charged with creating quarterly themes that resonate with congregations as well as providing input to the managing editor for article and writer ideas.
2. Solicit and provide content editing for columns and articles for each monthly issue while keeping within the budget, goals, and production deadlines of the magazine. Refer to source documents such as the Bible or the Confession of Faith, as needed, in content editing.
3. Plan out and manage each issue of the periodical through to production, which includes working with a copyeditor, proofreader, and designer.
4. Work closely with staff in Mennonite Church Canada, Mennonite Church USA, and MennoMedia to coordinate quarterly worship resources that appear in *Leader* and in the Mennonite bulletin series.
5. Oversee social media streams for *Leader* magazine.

### **Qualifications Required**

- Editorial and congregational leadership experience.
- Broad understanding of congregational structures and trends, an understanding of the pulse of both Mennonite Church USA and Mennonite Church Canada, and passion for sharing Anabaptist Christian values with the church and the world.
- Active member of a congregation within either Mennonite Church Canada or Mennonite Church USA.
- Keen understanding of the production process, from project conception to printing and delivery.
- Committed to Mennonite Church emphases in such areas as Christian formation, witness, service, peace, stewardship, anti-racism and church planting in many cultures.