



## Managing Editor – Position Description (*contract only*)

Based in Minneapolis, Minnesota, The SEAD Project (SEAD) has been a startup organization working to amplify and empower Southeast Asian diaspora development. One of SEAD's programs, [Little Laos on the Prairie blog \(LLOTP\)](#), which got its roots in 2011 and is now an internationally-acclaimed blog; is looking for a fun, engaging, excellent communicator and creative Managing Editor to oversee day-to-day quality content for LLOTP, editorial design and implementation of content for local/national/international audiences, produce and publish relevant content on a daily basis, review all contributing pieces, assign stories and supervise a team of contributors, artists and writers.

### Timeframe

Contracted starting November 1, 2017

### Hours + Compensation

5 to 10 hours per week. Compensation is negotiable depending on experience and education. Potential opportunity to increase time and compensation as workload and demand increases.

### Responsibilities

#### I. CONTENT DEVELOPMENT & MANAGEMENT (60%)

- Leading and curating content on an advance weekly schedule and monthly calendar (working closely with Chief Editor/Executive Director).
- Generating story leads and managing calendar deadlines with editorial team.
- Review and publish all content daily through various platforms for efficiency, fact-checking, grammar, mechanics, etc.

#### II. CREATIVE MANAGEMENT (30%)

- Direct and coordinate design of story assignments and daily content.
- Supervise and manage blog contributors, writers, artists to ensure deadlines are met.
- Ensure production schedules are on time with accompanying photographs, graphic design needs, and appropriate format and readability for publish-ready content.

#### III. OPERATIONS SUPPORT (10%)

- Enforce editorial and posting policies with editorial team.
- Co-write and/or copy edit grants and pitches to donors and funders.
- Research and assist with successful grant applications.

### Required Skills

- Proven leadership in reporting, writing and editing experience
- Excellent skills in fact checking, spelling, grammar, writing
- Familiarity working directly with Laotian communities and/or Southeast Asian American communities
- Must value humor, humility, creative-thinking, social justice and equity
- Expert knowledge of social media platforms (Wordpress, Facebook, Twitter, Instagram, etc)
- Basic knowledge of technical, design, communication tools (MS Office, Canva, Google Drive, etc)
- Ability to effectively communicate with all levels of stakeholders (elders, leaders, youth, writers, etc)

### Preferred Skills

- Degree (or closely related) in English, Journalism, Public Affairs, Marketing, Communications, Nonprofit, Media
- 2-3 years editorial experience working with an online journal, magazine or media organization

To apply: send cover letter, resume, 1-2 writing samples and references to [chanida@theseadproject.org](mailto:chanida@theseadproject.org). Learn more about us at [www.theseadproject.org](http://www.theseadproject.org) and [www.littlelaos.org](http://www.littlelaos.org).