



THE CRESCENT MANAGING EDITOR

Marketing & Communications

DESCRIPTION

The responsibilities of the Managing Editor are twofold; he or she is in charge of all online content, including social media, and managing the business aspects of *The Crescent*, including but not limited to handling the budget and acquiring paid advertisements.

QUALIFICATIONS

Required Skills:

- Excellent communication skills including quick and timely response to emails, phone calls, etc.
- Strong mind for business
- Management skill of both people and finances
- Adept social media skills
- Flexibility and ability to work on tight deadlines

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

RESPONSIBILITIES

Online Content Responsibilities

- Run the Facebook, Instagram, and Twitter accounts for The Crescent.
- Manage all posted online articles, including setting deadlines and making schedules for the writers/editors.
- Teach writers how to add media & tags in their online articles.

Business Aspect Responsibilities

- Contact ad companies
- Set ads, track ad revenue.
- Track full Crescent budget and manage subsections of the budget
- Communicating with Editor(s)-in-Chief about the budget
- Take care of receipt reimbursements for staff

APPLY ONLINE – ASC.GEORGEFOX.EDU

- Edit Media Kit as needed
- Handle all invoices for The Crescent
- Communicating with print company (Oregon Lithoprint, Inc.)

TIME COMMITMENT

- Around 10 hours per week on average (layout days may increase time)
- For payment inquiries, visit the ASC offices