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|  | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | ***The Silhouette* Online Editor** |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | *The Silhouette* Editor-in-Chief |
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| **Remuneration:** | C4 |
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| **Hours of Work:** | 10-12 hours per week |

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| **General Scope of Duties** |
| The Online Editor is responsible for managing T*he Silhouette*’s website, online content, and directing the Social Media Coordinator in ensuring a strong social media presence. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Design Function | 25% | * Work to improve the design of *The Silhouette* website in consultation with the Silhouette Board of Publication * Research work into new Web-based technology on an on-going basis and implement into the site |
| Supervisory Function | 25% | * Assist the editorial staff in loading content to the website in an effective manner * Advise editorial staff on reformatting or rewriting content for web |
| Online Content Management | 40% | * Ensure that the website’s content is presented in a functional manner * Produce content (primarily News) for the website as needed * Work with relevant editorial staff members on video projects |
| Promotion Function | 10% | * In consultation with the Editor-in-Chief, conceive of and design advertising for *The Silhouette* * Negotiates with external web sites for linking to and from the Web site. * Promote the site as an alternative to the print format |

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| **Knowledge, Skills and Abilities** |
| * Experience in HTML conventions and Wordpress * Experience in computing in general and Macs in particular a definite asset * Knowledge of general office technology services and equipment an asset * Editorial skills (i.e. editorial power to write and mount new copy) * Creativity required to maintain the “fresh” quality of the site * Self-motivation * Social media literacy (Facebook, Twitter, Youtube, etc.) |

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| **Effort & Responsibility** |
| * Attention to detail to maintain accuracy and balance * Effort required to maintain thought during long hours |

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| **Working Conditions** |
| * Work in a cooperative environment, in close concert with the other Editors. As with the other Editors, the Online Editor has mandatory office hours * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Conducted in consultation with the Editor-in-Chief to determine the amount of experience required for training |

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| **Equipment** |
| * Computer with web-based software |