



Position Description

Position Title Managing Editor

Career Level/Grade P4

Position Overview

The Managing Editor will be experienced and detail-oriented to lead the coordination and execution of strategic content that supports the mission and priorities of the Health District. The Managing Editor is responsible for the timely production of high-quality, accurate content across platforms as well as maintaining editorial calendars, enforcing style and brand standards and contributing to special projects or campaigns. This role serves as a key project manager for multi-channel communications initiatives. The ideal candidate will be a strong writer and editor with the ability to maintain standards in storytelling and brand voice and have demonstrated experience managing processes and projects.

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

Examples of Duties

- Manage the creation, review and distribution of written content, including an intranet news digest, website copy, educational brochures and other marketing collateral.
- Plan and manage the execution of communications and marketing projects and campaigns, including timelines, deliverables, stakeholder input and evaluation.
- Ensure all content adheres to Health District communication standards, health equity and literacy best practices, and the organization's style and branding guidelines.
- Edit and proofread content for clarity, accuracy and appropriate tone for targeted audiences, including the community, staff, partners and other stakeholders.
- Use project management tools to monitor progress, track approvals and ensure timely delivery of content and collateral.
- Maintain documentation for project plans and workflows.
- Coordinate with vendors, contractors and teams for design, printing or multimedia production, and billing.
- Facilitate team collaboration with other departments to support priority initiatives.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- Bachelor's degree in communications, journalism, English, marketing or related field.
- Minimum of 5 years of progressive experience in writing/editing roles, with at least 2 years in project management or team leadership.

Knowledge, Skills, & Abilities

- Experience working across digital platforms, including websites, newsletters and social media.
- Advanced knowledge of AP style, plain language principles, inclusive language standards and culturally competent communications.
- Proven ability to use project management tools and software (e.g. Wrike, Asana, Trello) to manage multiple projects and deadlines with high attention to detail.

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- Experience overseeing editorial calendars, assignments and deadlines.
- Excellent organizational skills, with a commitment to high-level accuracy.
- Excellent writing, editing and proofreading skills with a portfolio of professional work.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to work both cooperatively within a team and independently.
- Ability to effectively interact, work and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.