

## ARCHDIOCESE OF CINCINNATI POSITION DESCRIPTION

**POSITION TITLE:** Managing Editor, The Catholic Telegraph **EFFECTIVE DATE:** 1/2026

**DEPARTMENT:** Communication & Evangelization

### **POSITION SUMMARY:**

The Managing Editor of *The Catholic Telegraph* is a skilled communicator who advances the mission of the Catholic Church through compelling storytelling and accurate and faith-filled reporting. This role is responsible for maintaining an editorial pipeline and producing content for digital, print, and social media platforms that engages, informs, and inspires Catholic audiences. The Managing Editor oversees all content on *The Catholic Telegraph* website and weekly production of *The Ember* newsletter, as well as assisting the Editorial Director with monthly production of *The Catholic Telegraph* magazine.

The Managing Editor collaborates productively and congenially with the entire staff of the Department of Communication & Evangelization, other archdiocesan offices, and digital agency Heroic Strategies. The Managing Editor must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

### **CREDENTIALS & EXPERIENCE:**

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. An undergraduate degree in Journalism, Multimedia Production, Digital Media, Communications or related field.
3. 5+ years of professional experience in multi-media journalism/reporting, video production, and/or digital storytelling. Proficiency with photo, video, and audio recording equipment, as well as basic lighting and sound. A good working understanding of the full range of digital communication platforms and cross-platform optimization.
4. Strong news judgment and ability to identify compelling, relevant story angles. Commitment to ethical journalism and accuracy. Excellent interviewing abilities.
5. An engaging storyteller. Excellent verbal and written communication skills, including copywriting and copyediting. Strong attention to detail.
6. Inquisitive, creative, resourceful, and proactive in developing story ideas. A creative problem-solver who is not stymied by barriers. Exhibits curiosity and a desire to learn new things.
7. A collaborative team player who is enjoyable, pleasant and responsive. Builds productive, mutually-respectful relationships and engenders trust.
8. Willing to work flexible hours when needed, including weekends, evenings, or on-call assignments.
9. Understands libel implications and intellectual property requirements.

**DUTIES & RESPONSIBILITIES:**

- 1.\* Manage an organized editorial pipeline by maintaining a story-tracking database, monitoring progress, and shepherding story ideas through the entire creative process from conception to publication, ensuring cohesive narrative development and strong accompanying digital assets.
- 2.\* Lead and evolve the local news coverage offered by *The Catholic Telegraph* brand. This includes shooting, writing, and editing stories independently or as part of a team and then adapting that content for print, web, and social media.
- 3.\* Research, pitch, and develop stories that highlight Catholic life, ministries, parishes, schools, and community impact.
- 4.\* Oversee all content on *The Catholic Telegraph* website and weekly production of *The Ember* newsletter. Proactively look for opportunities to grow and engage the audiences of both. Work collaboratively and productively as needed with digital agency Heroic Strategies.
- 5.\* Work closely and collaboratively with the Director of Digital Content & Media Relations, especially in the areas of videography, photography, and writing/editing.
6. Actively participate in department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned by the Editorial Director.

**SUPERVISION RECEIVED:** Works under the supervision of the Editorial Director of *The Catholic Telegraph*.

**SUPERVISION EXERCISED:** N/A.

**\* DENOTES ESSENTIAL FUNCTIONS OF POSITION**

<b>TERMS OF EMPLOYMENT:</b>	<b>Salary</b>	<b>7 hours per day</b>	<b>35 hours per week</b>
	<b>260 days</b>	<b>12 months</b>	

**ORGANIZATIONAL RESPONSIBILITY:**

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

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Employee Signature

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Printed Name

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Date

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Supervisor Signature

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Printed Name

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Date