

Job Description: FA News Editor

Job Summary

The Faculty Association News Editor serves as the point person for our monthly union newsletter. This person is responsible for planning, gathering and writing news content as well as editing and publishing the digital *FA News*. As part of this process, they work closely with the FA President, Chief Negotiator, Office Manager, Part-time Secretary and other personnel. The position is expected to commence in Sept. 2026, though it will involve some compensated "shadowing" of the current editor during the Spring 2026 quarter.

Duties and Responsibilities

1. Alerts staff to publication deadlines and unfulfilled newsletter needs.
2. Solicits material from FA officers and others for publication in the *FA News*.
3. Prepares *FA News* copy (including occasionally writing content), and works with the authors to revise submissions for content and style
4. Edits and proofreads final revisions along with FA staff for content and layout of the *News*
5. Learns how to fully employ the features of the *FA News* delivery system (currently "Mailchimp") and explores the comparative plusses and minuses of other systems
6. Trouble shoots "delivery" problems between FA and district mail servers.
7. Works with the FA President and other staff to address public relations needs.

Skills and Abilities:

1. Excellent written and oral communication skills.
2. Thorough understanding of English grammar, diction, syntax and usage.
3. Ability to edit documents both grammatically and stylistically, for precision, voice, tone and length.
4. Willingness to learn "Mailchimp" software and basic principles of publication layout and design.
5. Willingness to learn basic parameters of contractual language, particularly our *Agreement*.
6. Preferred: Journalism and/or desktop publishing experience.

Compensation:

The Directorship is a 10 month (Sept.-June) position allocated approximately 2 courses annual load release (or the cash equivalent thereof), reviewed annually.

Application Process:

- Please send a resume and brief cover letter indicating your certifications and experience to our Office Manager, Erika Cervantes (faerika@fafhda.org) by no later than **Friday April 10, 2026**. Interviews will follow.