The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Department of Communications serves and supports the ministries, parishes and schools of the Church of San Bernardino in proclaiming the Gospel through expert use of mass media, mail and replication services, computer technology, the Internet and other communication forms. We will continually strive to embrace the most effective and efficient means of communication to uphold the Diocesan vision of filling lives with hope.

The Department of Communications is currently accepting resumes for the position of Managing Editor. This position will coordinate the production of a quarterly Spanish language newspaper for the Diocese of San Bernardino. The Managing Editor will be paid a fixed amount for each issue of the paper.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

• Meet with Director of Communications and Communications Coordinator to plan each issue of the Spanish language paper.
• Communicate story assignments to writers and ensure story deadlines are met.
• Edit all stories submitted for publication.
• Write headlines for all stories.
• Translate English language articles into Spanish for publication.
• Write stories for the paper (occasionally).
• Other duties as assigned.

QUALIFICATION GUIDELINES:

• Bilingual and Bi-literate in English and Spanish.
• Some experience writing and editing Spanish language news articles.
• Familiarity with the Catholic faith.

PHYSICAL REQUIREMENTS:

Interested candidates, please forward your resume to:

Attention: Maria Harkin
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdioce.se.org or fax to: 909-475-5189