

**Managing Editor**  
Department of Communications, Pastoral Center  
\$17.50-\$20.00 an hour

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.

**Position Summary:**

The Managing Editor provides support to the Director of Communications. The duties and responsibilities of this position are performed under the general supervision of the Director of Communications. The duties and responsibilities are performed with the spirit, vision and mission of the Diocese of San Bernardino.

**Essential Job Functions:**

1. Provide graphics and layout for the two diocesan newspapers: the Inland Catholic BYTE and El Compás Católico.
2. Coordinate the monthly planning and execution of the Inland Catholic BYTE; serve as the primary point of contact for contributing freelance writers and volunteer writers.
3. Write articles for both the print and online versions of the Inland Catholic BYTE, and for the MiniBYTE e-newsletter.
4. Manage online versions of the two diocesan newspapers: the Inland Catholic BYTE and El Compás Católico. Regularly update both sites with new content.
5. Coordinate advertising programs for the two diocesan newspapers: the Inland Catholic BYTE and El Compás Católico. Create ads as necessary.
6. Coordinate weekly production of the MiniBYTE e-newsletter and El Compasito e-newsletter.
7. Coordinate monthly production of Cornerstones newsletter for priests of the Diocese.
8. Assist supervisor in ministry plan and budget preparation, monitoring and managing.
9. Other duties as assigned.

**Qualification Guidelines:**

1. Bachelor of Arts Degree in communications, journalism or related field.
2. Some experience in template web design (Adobe In Copy, In Design and Photoshop)
3. Practicing Catholic in good standing.
4. Knowledge of Catholic teachings and protocol.
5. Excellent interpersonal, and communication skills, both verbal and written.
6. Must be able to maintain confidentiality.
7. Must have ability to process and complete multiple tasks.
8. Strong organizational and collaboration skills.
9. Must have ability to meet deadlines in timely manner.
10. Must be sensitive to various cultures within the Diocese.
11. Bilingual English/Spanish strongly preferred.
12. Ability to effectively perform in a diverse working environment.

**Physical Requirements:**

Standing, walking, sitting, lifting, carrying, pushing, pulling, crouching, hearing, speaking, seeing, reaching, lifting heavy loads 30lb., repetitive hand/finger movements.

Interested candidates, please forward your resume to:

Diocese of San Bernardino  
Attn: Paula Garcia  
1201 E. Highland Ave.  
San Bernardino, CA 92404  
Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**