

Position Description: UNWLA Editor-in-Chief (*Our Life*)

Our Life/Наше Життя, is the flagship publication of the UNWLA and as such is focused on the mission and accomplishments of the organization. The Editor-in-Chief plans, coordinates, reviews, edits content and works collaboratively with the Ukrainian Language editor and the editorial board, made up of National Standing Chairs. She must be bilingual (Ukrainian and English) and work collaboratively with design and print teams which may be located in different countries. The Editor-in-Chief shapes the magazine contents such that they successfully convey the story of the organization and its mission. The goal is to provide exceptional, informative and engaging content which appeals to multiple generations of readers while consistently meeting quality and accuracy standards.

The Editor-in-Chief is a paid position and reports directly to the President of the UNWLA.

Editor-in-Chief Responsibilities:

- Responsible for curating fresh, relevant, and informative content;
- Assists in crafting and refining ideas, cultivating sources, writing and soliciting articles;
- Plans, coordinates, reviews and edits English language content;
- Brainstorms new stories, series, concepts, themes, and formats as needed;
- Reviews all English and Ukrainian language materials, which are submitted by writers, and recommends points of improvement, which can be anything from minor to major changes;
- Determines when and how to re-prioritize work during relevant news;
- Cooperate and liaise with designers, printers and mailing house.

Editor Qualifications / Skills:

- Strong editorial background and proofreading skills;
- Experience adhering to editorial and technical style guides;
- Excellent oral and written communication;
- Comfortable working with a team;
- Able to exert indirect authority to deliver results;
- Understands Ukrainian language, both written and spoken.

Education, Experience, and Licensing Requirements:

- Bachelor's degree in English, Journalism, Media or related field;
- 5+ years demonstrated excellence in content creation or editing, including online publishing.