

## Job Description: Editor

*The mission of The Charlotte News is:*

- *to publish fair, rigorous, in depth reporting on town affairs, and,*
- *to source stories of interest from our neighbors and friends.*

*The News is a forum for the free exchange of the views of Charlotte residents and community volunteers on matters related to the town and the people who live here.*

The editor reports to the publisher of *The Charlotte News* and is hired by the publisher following a vote by the board of directors. The editor is responsible for coverage of key town meetings and related issues, including the selection of stories and how they are covered. The publisher and board of directors set the overall mission and long-term goals of *The News*, but the editor alone is responsible for coverage decisions. Any concerns about personal conflicts of interest by the editor should be brought to the publisher's attention.

The editor will, at all times, work to maintain the longstanding excellent reputation of *The Charlotte News* as an unbiased, open forum for the community and as a vital source of town news. In making editorial decisions, the editor will be guided by the mission, the [Code of Ethics of the Society of Professional Journalists](#), and the [standards to be met by our opinion pieces and letters to the editor](#). While we are funded by advertising revenue and donor contributions, news judgments are made by the editor alone in accordance with our mission and are independent of all sources of financial support.

The editor, or reporters assigned by them, are expected to conduct in-depth reporting on significant town issues, some of which may be controversial. Such reporting must be fair and accurate and recognize that while town officials are to be held accountable for their actions, many serve as volunteers with other responsibilities. The publisher requires that all sources be treated with respect, that copy, headlines and pull quotes be informative and neutral in tone, and that news stories are not sensationalized. At no time should the writer or the paper be an actor or a stakeholder in a news story. Exceptions include first-person stories and identification as the recipient of information.

Specific responsibilities include but are not limited to the following:

- Ensure that all meetings of the Charlotte Selectboard, Planning Commission, Development Review Board and School Board are covered, and that lesser town committee, commission and board meetings receive occasional coverage.
- Ensure that important town issues receive timely and comprehensive coverage.
- Identify, recruit and cultivate relationships with volunteers, community writers and freelancers for reporting on public meetings and related matters as needed.
- Copyedit all news stories before submission to the production manager.
- Write at least two bylined stories for each issue of the paper and newsletter, to include photos, research, interviews, meeting attendance, and communication with sources.
- Meet publication deadlines and communicate schedules and deadlines to freelancers and community writers.
- Build and maintain relationships with town officials, employees, volunteers and town organizations in order to cultivate news channels between the town and the paper.
- Submit all content for the paper and newsletter to the production manager by agreed-upon deadlines.
- Communicate with the publisher in a timely and effective manner.

- Receive training in [Solutions Journalism](#) as needed and produce several stories a year that report on effective solutions to town problems.

In addition, the editor is expected to:

- Maintain a collegial, respectful and efficient newsroom environment.
- Attend biweekly, post-production staff meetings to review the prior issue and to plan for the next.
- Keep the publisher updated and attend board meetings upon request.

*The News* is produced remotely and so most work can be done from home. However, the editor should also spend time in Charlotte to build relationships with town leaders and volunteers and to attend some town meetings. The editor sets their own schedule, so long as deadlines are met, and is expected to work between 20 and 40 hours a week.