



A A C A 華美福利會
ASIAN AMERICAN CIVIC ASSOCIATION, INC

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Job Posting

Job Title: Editor, Sampan Newspaper

Reports to: Publisher (AACAA COO)

Hours: Full-time position

Asian American Civic Association (AACAA) provides limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency. The ***Sampan Newspaper*** is the only Chinese/English bilingual newspaper in New England, reporting on issues that impact the Asian American community in the Greater Boston area. AACAA is seeking a leader to grow *Sampan* into the mass media entity that it is poised to become.

Position Summary:

AACAA is seeking an Editor for the *Sampan Newspaper*. The Editor will manage a team of volunteer reporters, as well as paid publication staff, to produce the print version the *Sampan Newspaper* on a biweekly schedule. The Editor will also be responsible for updating and maintaining the *Sampan* website and social media. In addition, the Editor will be the lead on expanding the *Sampan* more into mass media, including but not limited to blogs, video production, etc. Specific responsibilities include:

Primary Duties and Responsibilities:

- Oversee the *Sampan* team during the design, production and layout of the biweekly print *Sampan Newspaper*,
- Supervise ad sales to ensure sufficient revenue to support and grow the newspaper,
- Work with the Publisher to select story topics and ensure the thematic and mission appropriateness of each edition,
- Translate articles and ads from English to Chinese, and vice versa,
- Manage the upload of content to the *Sampan* website,
- Lead the evolution of the website and mass media content,
- Coordinate with AACAA communications staff on messaging and campaigns,
- Participate in AACAA activities, including organization fundraising,
- Other tasks as assigned.

Qualifications:

Bachelor's or higher in a related field

Ability to read, write and translate Chinese at a highly proficient level required

Experience with graphics design required

Familiarity with Adobe InDesign preferred

Previous newspaper layout experience preferred

Prior reporting experience desirable, but not required

Compensation: Commensurate with experience

To apply: Send cover letter & resume to hr@aaca-boston.org