Job Posting

Job Title: Editor, Sampan Newspaper
Reports to: Publisher (AACA COO)
Hours: Full-time position

Asian American Civic Association (AACA) 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. AACA is seeking a leader to grow Sampan into the mass media entity that it is poised to become.

Position Summary:

AACA 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 of 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 AACA communications staff on messaging and campaigns,
- Participate in AACA 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