

# FutureHeights

## E-news Manager, Heights Observer Job Description

FutureHeights is a nonprofit with a mission to inspire and facilitate communication, collaboration, engagement and empowerment across our communities to ensure a vibrant and sustainable future for Cleveland Heights and University Heights, Ohio. We publish the *Heights Observer* community news, host public forums and speakers, promote the local economy and host special events that showcase the strengths of our community. We also act as fiscal agent for several neighborhood-based groups.

The E-news Manager, Heights Observer is a part-time position (8 hours/week) reporting to the Publisher and Editor-In-Chief. The E-news Manager is responsible for producing a weekly e-newsletter that presents the community's voice in editorial content and meets the needs of the community.

The *Heights Observer* is a hyper-local, citizen-driven community news program that serves Cleveland Heights and University Heights. The *Heights Observer* publishes a monthly print newspaper, a weekly e-newsletter a website ([www.heightsobserver.org](http://www.heightsobserver.org)), and community blogs.

### **The *Heights Observer* has the following goals:**

- To report local news accurately and fairly
- To provide content to help citizens make informed decisions about local issues
- To facilitate community debate
- To create participatory journalism
- To promote volunteerism, participation and networking opportunities
- To reach all neighborhoods
- To support the local economy

### **Responsibilities include:**

- Production of e-newsletter on a weekly basis (Tuesday, before 2 p.m.). This includes working with the Editor-In-Chief and Publisher to develop a story outline; working with the Editor-In-Chief to ensure that stories are ready to publish and coordinating timing with the print issue; posting stories and other content to the website and/or community blog site; working with the advertising representative to ensure appropriate placement for advertisers; working with community groups to manage the continuity of content from press releases; event announcements and news stories.
- Writing or editing stories as necessary.
- Managing photos as they relate to stories.
- Managing e-newsletter subscribers.
- Adding calendar items to the website and e-newsletter.
- Posting press releases or working with the writer to convert them to stories.
- Work with a volunteer editorial committee that provides oversight, policy input and direction for the project.

**Qualifications:** Qualified candidates will have a bachelor's degree with a major in journalism, communications, English or related field; plus one year of relevant journalistic experience; related community newspaper experience or graphic design a plus.

Candidates should be organized and detail-oriented, with strong technical skills. Candidates also must have a strong, unique writing style and excellent verbal and written communication skills; a temperament for working in a collaborative, volunteer-based environment; comfort with digital media concepts and execution;

the ability to prioritize multiple tasks and work in a deadline-driven environment; and a positive, innovative attitude. Basic Constant Contact, InDesign, Acrobat, Photoshop and html editing experience a plus. Knowledge of AP style or other house style guidelines strongly preferred. Schedule is somewhat flexible, but candidate must be able to meet weekly deadlines.

**Interested candidates should submit resume, cover letter and clips to:**

Executive Director, FutureHeights  
2843 Washington Blvd. #105  
Cleveland Heights, OH 44118  
Or e-mail [info@futureheights.org](mailto:info@futureheights.org)