

CANADIAN BAPTISTS OF ATLANTIC CANADA

Ministry Opening

CHURCH / MINISTRY ORGANIZATION

Atlantic Baptist Women

P.O. Box 1230
Cornwall, Prince Edward Island
C0A1H0
<https://www.atlanticbaptistwomen.ca/>

PART TIME NON-PASTORAL POSITION

Editor-in-Chief

REQUESTED CREDENTIALS

Open to other credentials

AVERAGE SUNDAY ATTENDANCE

Less than 49

RATE OF PAY OR SALARY RANGE

\$33,000 annually

POSITION DESCRIPTION

Position: Part-time Editor-in-Chief
Tidings Magazine
Job Type: One-year renewable contract
Closing Date: July 28, 2025

Overview:

Tidings is a Baptist magazine affiliated with Atlantic Baptist Women (ABW). Published ten times per year in full colour, it is used by ABW to connect with ABW's constituents and also with its regional, national, and international partners. In print since 1894, Tidings has over 1200 subscribers at present, and features articles on spiritual formation and mission education from a team of volunteer authors.

ABW is presently seeking a dynamic and creative Editor-in-Chief to help write Tidings's next chapter. The ideal candidate will be skilled in writing, editing, and copy layout, and will be able to lead the editorial vision and content strategy for the magazine. This is an exciting opportunity for an individual who understands ABW's story and can communicate that to readers.

The Editor-in-Chief supervises all aspects of Tidings magazine and reports directly to the president of Atlantic Baptist Women, under the governance of the ABW Executive Board.

Key Responsibilities:

- Lead the editorial vision and content strategy for the magazine
- Source and commission articles from a diverse range of writers
- Edit and review all content for accuracy, tone, and style and arrange for all materials to be proofread
- Manage the production schedule to ensure that deadlines are met to produce the 10 issues of the Tidings magazine annually (Sept-June)
- Liaise with business manager to ensure that the magazine remains financially viable and responsible to the ABW Executive Board



Design the layout to ensure that content is visually appealing and engaging
Engage with the magazine's audience through social media and other forums
Stay up-to-date with industry trends and emerging technologies to bring new ideas to the publication
Stay current with ABW and partner associations
Be accountable and report to the ABW Executive Board
Chair Tidings Advisory Committee meetings

Qualifications & Skills:

Post-secondary education in journalism, English, communications, or a related field is considered an asset
Experience in editorial roles and publishing
Proficiency in editing and proofreading
Strong writing and storytelling skills
Excellent time management and organizational abilities
Familiarity with the magazine's context and editorial standards
Experience with layout design and publication software
Strong leadership and communication skills
Ability to make informed editorial decisions and provide constructive feedback
Experience in budgeting and financial management
Proficiency in social media platforms
Professes a faith in Christ Jesus and is continually growing in relationship with Him

Compensation:

This is a one-year contract position with an annual salary of \$33,000 with the potential to be renewed.
This is considered a part-time position (about 120 hours per month).

How to Apply:

To apply, please send a cover letter, résumé, and references to atlanticbaptistwomen@gmail.com.
The closing date is July 28th, 2025.

CLOSING DATE

07/28/2025

SEND RESUME / CV TO

atlanticbaptistwomen@gmail.com





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