

**Job Description and Standards of Performance**

<u>Position Title:</u> Copy Editor	<u>Affiliation:</u> PNG
<i>Specialization:</i> Letters editor/community coordinator	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07      Updated by: Porter	<u>Job Code #:</u> 42N069

Position Purpose/Objective:

Working with the editorial page editor, review and select letters to the editor and other audience comments for publication and present those letters with appropriate art. Working with the editorial page editor and executive editor, build bridges between the newsroom and the community and bring a different level of community news into the newspaper.

*All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.*

Position Duties	Meets Expectations When:
Consulting with editorial page editor, selects letters and audience comments for publication. CORE	Material selected should meet department standards for appropriateness and good taste and reflect knowledge of current events. Content that is published should adhere to guidelines for publication.
Processes letters and comments with the help of news clerks, presenting them in an attractive manner in our opinion sections and providing proofs to the appropriate parties. CORE	Letters and comments are accurately processed in a timely manner. Presentations are attractive with appropriate headlines and art, are error free and completed on or before deadline.
Fields calls and other communications from our audience members and assists them as warranted in preparing material for publication. CORE	Audience members are dealt with in a courteous, fair manner.
Oversees the Community Council. CORE	Monthly meetings are held and coordinated.
Coordinates community outreach. CORE	Community Voices columnists are recruited and their work is coordinated.
Aids in selection of material for letter writer of the month, Coast and York concerns and other features. SUPPORTING	Material selected is eclectic and provocative, making the opinion section more interesting.

**Portland Press Herald**  
Est. 1862  
**Maine Sunday Telegram**

Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Other related duties as assigned. SUPPORTING	Additional duties are performed on time and in a satisfactory manner.

Required Education and/or Experience/Knowledge:

College degree or significant professional experience; one year's previous experience at a daily news organization. Experience in civic affairs a plus.

Required Skills:

Extensive knowledge of language and grammar, spelling and punctuation; of how to deal effectively with the public; of newspaper design and typography; of computer technology necessary to perform duties efficiently; of precision and attention to detail; and of the standards and practices of newspaper editing. An understanding of and appreciation for the demands of ethical decision making.

This position reports to:

Editorial Page Editor