

Sisseton-Wahpeton Oyate

Job Description

Job Title: Sota Editor

Reports To: Vice-Chair Office

Hours / Salary: 40 hours per week – may require some flex time. Pay will range from \$18-\$20 per hour, depending on work experience and education

Job Summary:

We are seeking a self-motivated and versatile Newspaper Editor for a full-time position with a flexible schedule. The ideal candidate will be responsible for editing and assembling our weekly publication, delivering newspapers, attending local events for news coverage, and managing various logistical tasks. As a one-person team, the candidate must be proactive, organized, and able to work independently to meet deadlines consistently.

Duties and Responsibilities:

- Edit, proofread, and fact-check articles to ensure accuracy and quality.
- Coordinate the layout, design, and assembly of the weekly newspaper.
- Manage printing schedules and oversee distribution to ensure timely publication.
- Deliver newspapers to designated locations or subscribers as needed.
- Attend local events to gather news, conduct interviews, and take photographs.
- Write articles and reports based on event coverage.
- Maintain and update the mailing list regularly to ensure accurate subscriber information.
- Work independently to prioritize tasks and meet weekly deadlines.
- Develop content ideas and special features in collaboration with the team or community contacts.
- Ensure all content adheres to legal and ethical standards.
- Perform additional duties related to the overall success of the publication.

Qualifications:

- Proven experience in editing, journalism, or related fields preferred.
- Strong written and verbal communication skills.

- Highly organized with excellent time-management skills.
- Self-motivated with the ability to work independently.
- Flexibility to adapt to a variable schedule.
- Valid driver's license and ability to deliver newspapers and attend events outside regular hours.
- Experience with mailing list management and basic layout/editing software is a plus.

Physical and Other Requirements:

- Ability to lift and transport newspapers and equipment.
- Willingness to attend local events outside standard working hours.
- Ability to work efficiently without direct supervision.

Approved



Date 8/22/25