



15439 Pebble Gate, San Antonio, TX 78232 (210) 497-5529 · Fax (210) 497-8532 · [www.HealingTouchProgram.com](http://www.HealingTouchProgram.com)

## **Energy Magazine Editor-In-Chief Job Description**

Responsible for the tone, direction, management and overall construction and publication of Energy Magazine. Oversees the Editor, Assistant Editor, Graphic Designer and any other person involved in the day-to-day duties and development of the magazine.

Responsible for the oversight of author requests, article appropriateness and selection, as well as editing for content and context. Assists with editing for spelling and grammar on an as needed basis.

Responsible for oversight, direction and maintenance of the Energy Magazine website and social media sites, including but not limited to blog, Facebook, Pinterest and Twitter.

Reports to Lisa Gordon.

### **KEY RESPONSIBILITIES**

#### **Direction of the magazine**

- Sets the direction for article solicitation
- Oversees author selection and requests
- Selects column authors and annual content
- Insures that an appropriate “bank” of articles is available at all times
- Coordinates an annual staff meeting
- Provides an annual plan that outlines the direction of the magazine for the upcoming year
- Plans, implements and manages subscriber surveys
- Plans and manages magazine free pieces for magazine
- Reviews, updates and insures implementation of Energy Magazine editing standards
- Responsible for implementation of advertising campaign
- Plans and implements subscription drive
- Assists with annual marketing plan and implementation

#### **Issue content and layup**

- Writes the “Letter from the Editor” for each issue
- Selects articles to insure a cohesive issue
- Edits all columns and articles for content and context
- Communicates with authors on an as needed basis
- Insures that articles and columns are correctly edited
- Writes appropriate short articles for inclusion as necessary
- Works with Graphic Artist on direction and tone of the issue
- Manages advertising placement and income for each issue
- Meets with staff on a weekly basis to insure each issue is delivered on time

#### **Oversee website direction and function**

- Reviews website on an annual basis and provides direction for the upcoming year
- Works with web manager to implement website changes
- Works with web manager to insure issues, articles and other necessary items are posted

### **Social Media**

- Provides semi-annual plan for all social media, including layout and content suggestion
- Insures implementation of above plan
- Actively reviews and offers suggestions for improvements

### **REQUIRED SKILLS AND ABILITIES**

- Excellent oral and written communication skills
- Extensive knowledge of Energy Medicine modalities
- Avid reader of related books and
- Excellent editing skills
- Functional in MS Office Word, Excel
- Knowledge of graphic layout and design
- Strong time management and prioritization skills
- Self-motivated and directed
- Strong organizational skills
- Process oriented with project management skills
- Computer and wifi capabilities that support working remotely
- Strong teamwork and people management skills
- Able to interface with people from a variety of backgrounds both in person and on the phone

### **PREFERRED EXPERIENCE/EDUCATION**

- Writing and editing experience
- Project management experience
- Experience in the field of Energy Medicine, as a consumer and/or practitioner

### **EMPLOYMENT**

- 20 hours per week
  - Time is to be reported on a spreadsheet with clear description of subject and work accomplished
  - Additional time requires prior approval from Lisa Gordon
- 1099 contract at \$20/hour (W9 and Work for Hire Agreement required)