

## International Doula Managing Editor Job Description

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### **Purpose of Job:**

To oversee and coordinate publication of the *International Doula*, ensuring timeliness of all quarterly issues, accuracy, appropriateness, grammatical correctness and aesthetic pleasantness.

### **Duties/Major Areas of Responsibility:**

Production and publication of the *International Doula*, DONA International's quarterly print publication for its membership, including but not limited to:

- soliciting artwork, photography, articles and other materials for publication;
- originating ideas for topics, story lines, feature articles, etc.;
- communicating with contributors that their work has been received and is under consideration, as well as regarding major content changes and acceptance or rejection of article(s), etc.;
- ensuring inclusion of necessary in-house advertisements and administering contracted advertisements as per DONA International's stipulations for appropriate advertisers in the absence of an advertising manager;
- distributing articles to the volunteer Editorial Committee for editing and review and overseeing the Editorial Committee's responsibilities;
- preparing a budget sheet of articles, advertisements and other submissions per issue;
- presenting articles selected for each issue to the volunteer Review Committee in a timely manner for their final review and approval prior to publication, and managing the volunteer Review Committee;
- managing the layout and design process with the publication service provider;
- overseeing and steering the graphic design direction with the publication service provider;
- reviewing the final proof of the *International Doula* for the publication service provider within the required timeframe for quarterly publication and distribution; and
- communicating regularly with the Director of Publications regarding all aspects of production

### *Volunteer Committees:*

The **Editorial Committee** reviews and edits material for inclusion in the *International Doula*. The Editorial Committee is comprised of volunteer DONA International members, who report to the Managing Editor under the direction of the Director of Publications.

The **Review Committee** evaluates the appropriateness of content for inclusion in the *International Doula* prior to final selection. Standing members of the Review Committee include the President, President Elect, Director of Publications, Director of Education, Intercultural Director and Director of Public Relations. Intercultural and Public Relations directors will provide additional approval for design and images prior to publishing.

### **Responsible to:**

Membership  
Director of Publications  
Board of Directors

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### **Qualifications:**

- Current DONA member
- DONA certified doula in good standing
- Excellent writing and editing capabilities
- Proficient in matters relevant to birth and postpartum professionals
- Efficient computer skills, including desktop and Internet publishing
- Knowledge of publication market framework
- Self-motivated, resourceful, organized, accountable and attentive to details
- Ability to manage volunteers
- Good people skills
- Maintain a social media presence that demonstrates loyalty to DONA International

### **Non-compete/non-disclosure:**

The contractor agrees not to share information about DONA International's internal workings or plans with or for a competitor to DONA International. This includes working with, advocating for, or publicly promoting a competitor. "Competitor" includes organizations or businesses that certify, educate or train birth and postpartum doulas.

### **Duration of Appointment:**

After the successful completion of the probationary first complete production cycle, the *International Doula* Managing Editor will be appointed for a one (1) year term inclusive of the probationary period, which is subject to a successful annual contract review. The term may be renewed thereafter under the same conditions. The *International Doula* Managing Editor serves at the pleasure of the DONA International Board of Directors and Director of Publications at their discretion. This contract may also be terminated on 90 days advanced written notice by either party.

### **Time needed (per week):**

20 hours +/- at various times during the quarterly production schedule

### **Stipend:**

\$10,000.00 USD per year, paid at \$2,500.00 USD upon completion of each quarterly issue

### **Application procedure:**

1. Complete online application
2. A resume or curriculum vitae (optional)
3. Disclosure of any potential conflicts of interest should be made with application
4. Signed confidentiality agreement

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