LINEWAITERS' GAZETTE SEEKS CO-COORDINATING EDITOR

November 5, 2024



Illustration by Eva Schicker

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The Linewaiters' Gazette has been the Park Slope Food Coop's official newsletter since its inception in 1973, when the *Gazette* was mimeographed and distributed to the Coop's then few hundred members. Since it went digital in 2021, the *Gazette* has had over half a million views and more than 130,000 visitors to its WordPress site.

The *Gazette* currently seeks one Co-Coordinating Editor to join the current Coordinating Editor team. Coordinating Editors provide leadership to the entire *Gazette* workforce, which includes four teams of 15 member-workers who collaborate to write, edit, produce and illustrate a new issue every three weeks.

The Coordinating Editors work together as a team, in coordination with a staff member, to strategize long-term planning for the newsletter, while also being involved in immediate problem solving. The role includes helping to create fair submission and editorial policies; serving as a sounding board and resource for Developmental Editors, Production Editors and the Letters Editor; learning the inner workings of the *Gazette,* with an eye for improvement; recruiting and facilitating trainings for new workers; and resolving conflict, among other things.

Requirements:

• Minimum of 3–5 years of experience in editing or production in the publishing sector

• Possess excellent judgment and strong communication and listening skills

• Able to work with diverse groups of people

• Flexibility to work an irregular schedule to support the *Gazette* teams

Prerequisite: One year of Coop membership immediately prior to applying.

If you have the relevant work experience and Coop tenure and are interested in serving the Coop in this important capacity, please email your résumé and a cover letter explaining your interest and qualifications to: GazetteSubmissions@psfc.coop. Please put “Coordinating Editor” in the subject line.

The candidate selected for this position must be approved by the General Meeting and will hold a three-year term.

Diversity Statement: We seek an application pool that reflects the diversity of the Coop’s membership.