

Diocese of Nashville

<https://dioceseofnashville.com/job/managing-editor/>

Managing Editor

Description

The Catholic Diocese of Richmond, Office of Communications, is seeking a Managing Editor for The Catholic Virginian.

The Managing Editor oversees the daily operations of the print and digital versions of The Catholic Virginian and partners with the Editor-in-Chief in implementing the vision of the Publisher. The Managing Editor fully upholds and conveys the magisterial teachings, policies and positions of the Catholic Church and the diocesan bishop. Through The Catholic Virginian, the Managing Editor supports all initiatives of the diocesan Office of Communications.

Responsibilities & Tasks

- Collaborate with Editor-in-Chief in creating layout and determining content for The Catholic Virginian
- Oversee writers and photographers in various assignments.
- Develop story ideas; assign stories and deadlines
- Copy-edit all articles for content, spelling, grammar, and accuracy
- Proof the entire newspaper before publication.
- Write stories, conduct interviews, and take photos as needed.
- Assist the Editor-in-Chief in creating social media platforms for The Catholic Virginian and developing social media strategy.
- Manage and assist in maintaining timely content for the print/digital Catholic Virginian and social media platforms.
- Evaluate material from OSV News, Catholic News Agency, and other sources for publication consideration.
- Perform other duties as requested by the Bishop, Vicar General or Director of Communications.

Interested candidates should submit a cover letter of interest, resume, work samples or portfolio and [full application here](#).

For any questions, please contact Kelly Shumate, HR Generalist/Recruiter at jobs@richmonddiocese.org.

Hiring organization

Diocese of Richmond

Job Location

Richmond, VA

Date posted

August 27, 2025

Valid through

30.11.2025

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