



National Campus and Community Radio Association

*Association nationale des radios
étudiantes et communautaires*



NCRA/ANREC c/o ARCC
1516 - 1 rue Nicholas
Ottawa, ON
K1N 7B7

info@ncra.ca

National Support Editor (2)

Position Overview

The National Support Editor supports journalists and media organizations participating in the Local Journalism Initiative (LJI) by providing editorial guidance, mentorship, and professional development support, while respecting the editorial independence and autonomy of participating media outlets.

This role is supportive and advisory in nature. National Support Editors do not exercise editorial authority over final content, do not approve or reject stories for publication, and do not act as editors of record. Responsibility for editorial decisions, publication, and content compliance remains with the employing media organization.

The position reports to NCRA/ANREC staff and works closely with a second National Support Editor as part of a coordinated national support model. The role operates within a clearly defined governance, oversight, and complaints framework established by NCRA/ANREC in accordance with the LJI contribution agreement (See appendix At. At least one of the two positions will be bilingual (English/French).

Key Responsibilities

Editorial Support & Mentorship

- Provide advisory editorial support to LJI-funded journalists at the request of their media organizations.
- Offer constructive feedback on story ideas, scripts, interview approaches, structure, sourcing, and journalistic practices.
- Support journalists in applying recognized journalistic principles, ethics, and standards appropriate to their media context.
- Act as a resource for journalists navigating complex or sensitive reporting issues, without directing final editorial decisions.
- Encourage professional development and skill-building among journalists with varying levels of experience.

Capacity Building & Sector Support

- Support media organizations in strengthening internal editorial practices and workflows through guidance and shared best practices.
- Assist journalists and stations in understanding and applying journalistic principles adopted by their organization or association.
- Help foster a culture of collaboration, learning, and peer support across participating media organizations.

Orientation & Communication

- Participate in onboarding and orientation sessions with participating media organizations and journalists to clarify roles, expectations, and boundaries.
- Work within NCRA/ANREC's established management and oversight framework, including regular check-ins and reporting.
- Engage respectfully and professionally with journalists, station managers, and organizational representatives.

Collaboration Tools & Knowledge Sharing

- Participate in and help moderate shared communication spaces (e.g., Slack or equivalent), where journalists and media organizations can collaborate and exchange knowledge.
- Contribute to the development and sharing of resources, templates, and guidance materials that support journalistic practice.
- Assist in promoting awareness of LJI-supported journalism and sector initiatives through appropriate channels, as directed.

Documentation & Reporting

- Maintain high-level records of support activities (e.g., number of media organizations supported, types of assistance provided).
- Contribute input to aggregate reporting and evaluation processes focused on service delivery and impact—not content outcomes.
- Support feedback and satisfaction mechanisms (e.g., surveys of participating media organizations) as required.

Other Duties

- Perform other related duties as assigned, consistent with the supportive, non-editorial-control nature of the role.

Qualifications

- Minimum 3 years of experience as a journalist
- Minimum 3 years of experience in radio/audio/broadcast/print journalism (including campus/education or equivalent work)
- Strong skills in print, audio and/or video production and editing; familiarity with digital print/audio/video workstations and platforms
- Bilingualism in French and English (mandatory for 1 of 2 positions). Fluency in other languages may also be an asset
- Strong mentoring and coaching skills; ability to support journalists with varying levels of experience
- Knowledge of campus, community, or Indigenous radio/TV is an asset
- Experience with WordPress and social media coordination is an asset
- Experience with training and supporting youth, underrepresented and emerging journalists, is an asset

Salary & Benefits

- \$65,000 - 72,000, commensurate with experience (14-month contract).
- Two weeks' vacation, plus two additional weeks in December when the office is closed.
- Health, vision, and dental benefits as per the NCRA/ANREC HR Handbook (Single or Family).

Location & Term

- Remote position (candidate must be legally permitted to work in Canada).
- 35 hours/week.
- Starting February 1st 2026, the contract runs until March 31, 2027, with the possibility of renewal tied to the LJI Funding.

How to Apply

Please send your resume, cover letter, two references, and a demo portfolio (two audio samples in mp3 format, one written story) to **Barry Rooke, Executive Director** (barry@ncra.ca) with "National Support Editor – YOUR NAME" in the subject line by **Sunday, January 11th, 2026, at 5:00 p.m. ET**. Late applications will not be considered.

The NCRA/ANREC is committed to diversity and encourages applications from women, Black and racialized people, Indigenous Peoples, members of the 2SLGBTQI+ community, and people with disabilities.

*** End Document ***