

Position: *Newsletter Editor*

Purpose: Provide timely and comprehensive news and project information for our quarterly newsletter, an important communication tool to develop and sustain the support of our members and donors

Responsibilities:

- Recruit assistance from the membership and the Board for articles, photos, and news items.
- Compile, edit, design, and lay out the final copy of the newsletter.
- Assist in coordinating the mailing of the newsletter out to the members.
- Establish a reporting network, plan issues, and write the final copy (or edit copy supplied by others) for each issue.
- Ensure that issues go out on time.
- Provide updates at the Board of Directors.

Qualifications:

- The initiative and flexibility to work independently
- Experience writing articles or features
- Familiarity with or willingness to learn Microsoft Publisher
- Have an interest in protecting and preserving the natural environment of our community

Time commitment: Several hours a month, with additional hours in our publication months

Training: An individual orientation will be provided to cover position expectations, goals, and reporting procedures. Additional on-the-job training may be offered throughout your service.

Supervision: Due to the independent nature of the projects, supervision will mainly be off site once the volunteer is comfortable with the project, but the volunteer manager and staff will be available via phone and email to answer questions.