

Position: *Newsletter Editor*

Purpose: Help us grow as an organization by writing and editing, VIEWS, our upbeat and educational local land trust newsletter, which is our main communication tool to grow and sustain the support of our members, volunteers, donors and community.

Responsibilities:

- Publish 4 to 8 page newsletter three times each year: spring, fall, winter
- Ensure that issues go out on time. (Some flexibility to adjust publishing schedule in advance.)
- Recruit assistance from the membership and the Board for articles, acknowledgements, photos, and news items. (Our newsletter does not include or plan to include any advertisements.)
- Build upon our volunteer reporting and mailing network, plan issues, and write the final copy (or edit copy supplied by others) for each issue.
- Compile, edit, design, and lay out the final copy of the newsletter.
- Provide final proof to the Post Office and our Board for review before submitting to printer.
- Coordinate the pickup, payment, supplies, labeling, mailing and distribution of the newsletter.
- Provide electronic newsletter to our webmaster for posting online.
- Serve as a member of our Education and Communications Committee which meets approximately four times each year.

Qualifications:

- The initiative and flexibility to work independently and creatively.
- Enjoy writing and working with computers.
- Experience writing and editing articles.
- Familiarity with or willingness to learn Microsoft Publisher.
- Have computer (not MAC) , internet access and email.
- Ability to photograph and/or edit photos for newsletter
- Have an interest in protecting and preserving the natural environment of our community

Time commitment: Approximately twelve to twenty hours per newsletter and two hours per committee meeting.

Training: An individual orientation will be provided to further describe position expectations, goals, and reporting procedures. An example of our most recent newsletter is online at www.blct.org. Our copy of the software will be provided for use in preparing the newsletter. Previous editions can be used as the basis for a starting format and repeated for each issue.

Supervision: Due to the independent nature of this role, supervision will provided to the extent needed until the volunteer is comfortable as editor, but our volunteers will always be available via phone and email or in person to answer questions.

Benefits: This role is perfect for an arm-chair environmentalist, for someone who needs flexibility in scheduling volunteer time or prefers a role with well-defined time commitment. Learn about our organization while serving as editor. Have fun writing and producing an upbeat, educational newsletter while expanding your computer skills.