

Job Description: Newsletter

Reports to: Executive Director

Overall Responsibility: To oversee the production of the quarterly newsletter and annual report

Specific Areas of Responsibility:

- Newsletter Production:
- Oversee newsletter deadlines
- Communicate with departments about their columns
- Communicate closely with Director on all content of newsletter
- Plan, organize, edit and write parts of the content of each newsletter
- Final edit on newsletter
- Communicate with Director about upcoming events/fundraisers.
- Gather and choose possible photos, images for newsletter
- Take photos as necessary
- Work on content, layout, colors, photos
- Plan and organize content
- Edit all reports for use in newsletters and/or on website
- Write, edit and proof all copy
- Edit/proof copy that goes on website
- Edit/proof copy for any ads, promotional, marketing materials, event flyers
- Research print and mailing options.
- Qualifications:
- High level of organization skill, ability to multi-task and work with hard deadlines
- Able to manage a project from start to completion
- Able to work with other members" to communicate expectations, goals, deadlines, etc.
- Attention to detail, especially in editing, proofing.
- Proficient computer skills—use of Word, emailing, Internet