

Volunteer Position Job Description

Position Title: SWESA Newsletter Coordinator

Work Location: Your home or SWESA's office at Yellowbird East Community Hall

Purpose of the Position: Compile, edit, format and produce a quarterly newsletter for SWESA.

Responsibilities and duties:

- Work with the Marketing and Communication Committee (MAC) to determine electronic and/or paper based newsletter
- Work with MAC to determine format and content of newsletter.
- Work with Board and other writers to generate content.
- Compile, edit and format the newsletter, importing photos.
- After brief content check by MAC Chair or designate, print newsletter.

Reports to: MAC Chair or designate.

Qualifications: Newsletter experience and passion. Basic knowledge of computers (word processing, email, internet), organized and interested in SWESA.

Commitment: The plans are for a quarterly newsletter. The personal time commitment would revolve around that schedule.

Training: An orientation to SWESA, the MAC Committee and the work to date on this project - will be provided. You will be able to contact the MAC Chair or designate at any time for questions and support.
