

Friends of Tualatin Library

Volunteer Opportunity: Newsletter Editor



Overview

Friends of Tualatin Library is a nonprofit with a volunteer opportunity for the position of Newsletter Editor. The newsletter is in email format using the MailChimp platform. The newsletter is currently published several times per year; the frequency is open to change depending on the volunteer's availability. This position requires a commitment of 5 to 10 hours per month.

Responsibilities

- Write and edit stories for the newsletter.
- Monitor emails and comments from readers.
- Maintain the MailChimp mailing list of members and other interested parties.

Skills/Experience

- Training is available, but experience with MailChimp or other similar platform would be helpful.
- Writing and photography skills.
- Attention to detail and problem-solving skills.