

Position Title: Volunteer Newsletter Editor

Time commitment: 5-10 hours per edition, 2-4 editions per year

Location: virtual, online

Position Description:

Collaborate with the President and other members of the Board of Directors to write, collect, edit, and finalize articles submitted by various contributors. Publish a newsletter 2-4 times a year. This is a virtual position that requires access to a computer and internet connection. An email account will be provided for you to send and manage newsletter communications.

Duties and Responsibilities:

- Assist with gathering articles and images from various contributors
- Write stories and/or edit articles submitted by contributors
- Submit a draft of the newsletter and gain approval to publish from stakeholders
- Create and format the final (edited) copy in a word processing application
- Assist with post-distribution tracking and identification of improvements
- Interest in promoting reading and literacy in the community

Skills:

- General computer skills with emphasis on word processing
- Excellent written communication skills with ability to format text and images into an appealing visual format
- Intermediate editing skills (grammar, syntax, word choice, tone, fact checking)
- Self-directed and attentive to detail
- Bonus but not required: knowledge or experience with online email marketing tools such as MailChimp

Orientation and Training:

A general orientation of our process and tools will be provided as well as ongoing support and guidance.

Questions and how to apply:

Contact Laura at: president@friendsoftualatinlibrary.org.

About the Friends:

The Friends of the Tualatin Public Library is a member-supported nonprofit organization whose mission is to advocate, fundraise, and support programs and activities of the Tualatin Public Library. Our primary activity is selling quality used books via our large semi-annual book sales and also from our everyday sale shelves in the library.