

## Southern Alberta Chapter Volunteer Position: Newsletter Designer

<b>Job Title</b>	<b>Newsletter Designer</b>
<b>Purpose</b>	To design and layout the newsletter “Green Notes” twice a year. This is done for both a printed version and an online version of the newsletter.
<b>Duties &amp; Responsibilities</b>	<p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• Set approximate timelines and schedules, somewhat subject to change, depending on important/timely campaigns/issues</li> <li>• Receive and review materials from editor</li> <li>• Coordinate with editor regarding timing and space requirements</li> <li>• Send draft newsletter once laid out; receive changes and revise as needed</li> <li>• Send final print version to printers and coordinate production with printing company</li> <li>• Send final digital version to webmaster and coordinate posting to website</li> </ul>
<b>Time Requirements</b>	Variable by newsletter issue and time of year. Expected commitment: minimum 1 year.
<b>Skills &amp; Requirements</b>	<p>The successful applicant should have the following skills and attributes:</p> <ul style="list-style-type: none"> <li>• Excellent reading, writing and editing skills</li> <li>• Familiarity with Chapter issues and campaigns</li> <li>• Experience in graphic design</li> </ul>
<b>Orientation &amp; Training</b>	<ul style="list-style-type: none"> <li>• General volunteer orientation.</li> <li>• Training for this position is somewhat difficult to quantify. It is best to learn from previous person in role or staff, and/or have significant previous layout/newsletter-type skills.</li> </ul>
<b>Works with</b>	Reviews with Executive Director as required. Office staff assists with proofing stage and coordinates mail-out. Works closely with the newsletter editors who are also volunteers.
<b>Benefits</b>	This is a critical role in the CPAWS Southern Alberta Chapter. The newsletter is distributed to a very wide audience across southern Alberta and reaches the entire CPAWS Southern Alberta membership. In addition, the digital version is sent to supporters of CPAWS Southern Alberta campaigns across the country. A reference letter will be provided upon the completion of the agreed upon time commitment.
<b>To Apply:</b>	Please send a cover letter and resume with a completed CPAWS volunteer application to the <a href="mailto:volunteersab@cpaws.org">volunteersab@cpaws.org</a> . Please be prepared to provide at least one reference, as well as samples of your work.