

Southern Alberta Chapter Volunteer Position: Newsletter Editor

Job Title	Newsletter Editor
Purpose	To compile and edit the chapter newsletter "Green Notes" twice a year, Spring and Fall. This is done for both a printed version and an online version of the newsletter.
Duties & Responsibilities	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • Set approximate timelines and schedules, somewhat subject to change, depending on important/timely campaigns/issues. • Compile submitted articles and solicit material on important issues that haven't been covered. • Coordinate with writers and photographers regarding requirements. • Follow up to determine status of delayed materials. • Thoroughly review material and edit if required. Discuss with writer if significant edits are required. • Confirm any missing or questionable details/names/etc. with writers or other references. • Flag any potentially contentious wording that could cause future trouble for the Chapter; discuss with Executive Director as required. • Compile all edited material and forward to layout person. • Coordinate with layout person regarding timing and space requirements. • Review draft newsletter once laid out; send back any changes to layout person.
Time Requirements	Approximately 40 hours every few months (including a bit of writing). Expected commitment: Minimum 2 years (flexible)
Skills & Requirements	<p>The successful applicant should have the following skills and attributes:</p> <ul style="list-style-type: none"> • Excellent reading, writing and editing skills • Familiarity with Chapter issues and campaigns • Ready access to and high comfort level with Microsoft Word and email communication, and familiarity with file manipulation • Efficient typing and word processing skills • Good communication skills required to effectively solicit materials • Flexibility to deal with changing requirements
Orientation & Training	General volunteer orientation. 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 editing/newsletter-type skills.
Works with	Reviews with Executive Director as required. Office staff assists with proofing stage and coordinates mail-out. Works closely with designer (who is another volunteer).
Benefits	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.
To Apply:	Please send a cover letter and resume with a completed CPAWS volunteer application to volunteersab@cpaws.org . Please be prepared to provide at least one reference.

