

WFWP USA Newsletter Editor Position Open!

Angelika Selle
January 27, 2021



WOMEN'S FEDERATION
FOR WORLD PEACE USA



Dear Friends and Women Leaders,

As our current newsletter editor will be going on maternity leave in March 2021, WFWP USA is looking to hire a new editor! **If interested, please read the detailed job description by clicking below and submit your resume to info@wfwp.us by January 31st.**

Thank you!
WFWP USA

[Newsletter Editor Job Description](#)

Women's Federation for World Peace
481 Eighth Ave, Suite 1228
New York, NY 10001





WFWP USA looking to fill newsletter editor position

January 15, 2021 · WFWP USA

Job Title: WFWP USA Newsletter Editor

Hours: 10 hrs/week

Location: Remotely

To apply: Email info@wfwp.us with your resume

Job Description:

WFWP USA publishes an electronic newsletter bi-monthly and a print newsletter bi-annually (spring and autumn). The Newsletter Editor is responsible to work in collaboration with President Angelika Selle, Vice President Katarina Connery and Outreach Director Kiyomi Schmidt to ensure timely delivery of newsletters and that content accurately reflects the vision, mission, beliefs, and activities of WFWP USA. The Editor will also communicate directly with local WFWP chairwomen on content of articles and photos about chapter activities. It is imperative to have / acquire an overall vision of the newsletter's message and how each piece fits in. Thus, the Editor must have a sufficient knowledge of WFWP or a desire to learn.



Recommended Skills:

- Excellent writing and editing skills required
- Layout and design skills
- Ability to plan and maintain deadlines
- Self-driven and ability to work independently
- Well organized and detail oriented
- Familiarity with Microsoft Word and Google Docs
- Basic photo editing skills
- Ability to use Adobe Illustrator or similar design software a strong plus
- Become familiar with typical content of WFWP newsletters

Responsibilities:

The Newsletter Editor is a key member of a team consisting of the WFWP USA President, Vice President, and Outreach Director. The main task of the Editor is to collect, edit and upload content for the WFWP USA website and prepare the layout for

the bi-monthly newsletters.

Manage Editorial Calendar:

- Assist in maintaining monthly and yearly editorial calendar
- Be aware of any national initiatives that should be included in upcoming newsletters
- Identify contributors
- Collaborate with volunteer writers to complete content and manage deadlines for completion
- Edit articles and images
- Send edited articles to Outreach Director and any other proofreaders for proofreading and approval (cc'ing the President)
- Upload approved articles with photos to the website
- Using an existing template, prepare the layout for the bi-monthly newsletters and send them out on the 15th and 30th/31st of every month

Communication with Chairwomen:

- Receive reports from chairwomen on local activities
- Ensure key information is submitted: names, titles, location, date, etc.
- Follow up with chairwomen if key information is missing
- For chairwomen with weak writing skills, ensure the heart behind the event is included

Bi-annual Newsletter Publishing:

- Layout and design of print newsletter twice a year (PDF version, spring and autumn)
- Send newsletter to publisher for print
- Collaborate with Vice President and President on content for print newsletter (typically two old articles from previous 6 months and two new articles)
- Identify contributors



PREVIOUS

Operation Christmas Shoebox

NEXT

**Challenges and opportunities in
supporting foster children in
Cambodia**

