

WFWP USA Newsletter Editor Open Position

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WFWP USA is looking to hire a Newsletter Editor who can work remotely to publish an electronic and print newsletter.

Job Title: Newsletter Editor

Job Location: Remotely

Job Type: Part Time

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 and Vice President Katarina Connery 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 chairwomen on content of articles about chapter activities. It is imperative to have an overall vision of the newsletter's message and how each piece fits in. Thus, the Editor must have a strong 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

Become familiar with typical content of WFWP newsletters

Ability to use Adobe Illustrator or similar design software a strong plus

Responsibilities:

The Newsletter Editor is a key member of a team consisting of WFWP USA President and Vice President, Outreach Coordinator, local chairwomen, and webmaster. The main task of the Editor is to solicit, review, and edit content for the WFWP USA website and regular newsletters. The Editor would

also suggest new ideas for articles, interviews and features relevant to our readers to keep the newsletter interesting, engaging and current.

Manage Editorial Calendar

Maintain the monthly and yearly editorial calendar

Identify contributors

Delegate interest pieces to volunteer writers

Edit articles for newsletter and website

Contribute articles and interviews as needed

Send edited articles to Vice President, Outreach Coordinator, and any other proofreaders for proofreading and approval (cc'ing the President)

Forward approved articles with photos to webmaster, and set up the newsletter template on NetworkForGood platform

Be aware of any national initiatives that should be included in upcoming newsletters

Communication with Chairwomen

Receive reports from chairwomen on local activities

Solicit articles as possible follow-up features to events, programs or activities

Follow up with chairwomen to ensure key information is submitted: names, titles, location, date, etc.

Embellish meager articles, sharing the heart behind the event

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