

## **WFWP USA looking to fill newsletter editor position**

Angelika Selle  
January 15, 2021

**Job Title:** WFWP USA Newsletter Editor

**Hours:** 10 hrs/week

**Location:** Remotely

**To apply:** Email [info@wfwp.us](mailto: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