

eZine Co-Editor

Report to: Member Communications Committee Chair

Elected/Appointed: Appointed

Term: 1 year

HEN Ezine Manager Job Responsibilities:

1. Gather information for monthly eZine from HEN members, pertinent news, discussion board postings, pertinent Academy information
2. Gather information for electronic notifications from HEN Executive Committee on an as needed basis (0-1/month or pre-FNCE months 4/month)
3. Utilize Informz platform for creating, editing, and sending of eZines and electronic notices to HEN members
4. Coordinate with HEN New Member Chair for most up-to-date member list populated to Informz
5. Optional participation on a 1-hour HEN leadership team conference call once every other month

Monthly Ezine Schedule

- Send initial request for content to HEN leaders via email 1 week before 1st/15th of the month. eZine content due date should be set with enough time to edit and compile in Informz.
- Send reminder email to HEN leaders 2 days prior to eZine information due
- Draft of eZine to eZine Co-Manager, Member Communications Committee Chair, and HEN DPG Relations Manager for edits and approval with at least 4 business days for edits and approval.
- Final copy sent to HEN members by 1st/15th.

Electronic Notifications

- All notifications sent to membership need to be sent to the Co-Manager, Communications Committee Chair, and HEN DPG Relations for edits and approval prior to sending to HEN members.

Time Commitment: Weekly time commitment varies with the production schedule. Approximately 6 hours per month.

Job Requirements: Applicant should be organized, interested in writing and editing and have access to internet, email, Microsoft Word, and Adobe for pdf conversions. Applicant should support the HEN mission of promoting access to nutritious food and clean water from a secure and sustainable environment. No prior newsletter experience required. Training and mentoring are provided by HEN leadership.

Benefits:

- Collaborate with HEN leaders

Position Description

- Shape the future of dietetics
- Gain leadership experience through a growing, thriving DPG
- Make new HEN friends

Hunger and Environmental Nutrition

a dietetic practice group of the
 Academy of Nutrition
and Dietetics