

Communications Role

Position Title: **Newsletter Editor**

Description:

Working with both the Director of Communications and the Director of Administrative Services, the newsletter editor collects and organizes information for a short monthly newsletter to be sent out to ATDps and National ATD members.

Time Commitment:

8-15 hrs. per month depending on stakeholder delivery times and last-minute edits/additions

Key Competencies:

Written Communication and Editing, Detail-Orientation, Collaboration, Teamwork

Term: 2 years

Reports to: Director of MarComm

Voting Position: No

Supervisory Duties: No

Committee Members: No

Executive Committee: No

Board Appointed: No

Primary Responsibilities:

- Monthly email reminder of due date for submissions
- Ensure that copy for forthcoming newsletter has been collected on ASTDps site
- Copyedit/proof all content as necessary; send queries to stakeholders
- Add/resize images as necessary
- Send newsletter (long) for review and approval before sending out
- Post finalized newsletter on ATDps site
- Send out newsletter to ATDps members (via Wild Apricot)
- Send out abbreviated newsletter to ATD National members (via YMLP)
- Communicate with board members as required

Success Measures:

- Newsletter is sent on the 1st business day of each month
- Newsletter has copy in each of the core sections (President's message, Membership, etc.)
- Click-throughs to newsletter increase over previous year

Privileges:

Potential career path into future Board positions
Position listed on your resume and LinkedIn profile
Opportunity to connect with ATDps members

Additional Expectations:

Member of the ATD Puget Sound chapter for term
Post comments and engage in chapter's social media
and online community (Slack)
Meet success measures listed above