

Communications Role

**Position Title: Newsletter Editor**

Term: 2 years

Reports To: Director of Communications

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: No

**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

**Primary Responsibilities:**

* Monthly email reminder of due date for submissions
* Ensure that copy for forthcoming newsletter has been collected on ATDps 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 abbreviated 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 core sections (President’s message, Membership, etc.)
* Click-throughs to newsletter increase over previous year

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| **Privileges:**  | **Additional Expectations:** |
| Position listed on resume and LinkedIn | Member of ATD Puget Sound chapter for term |
| Potential for career pathing to other Board roles | Meet success measures listed above |
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