

Newsletter Managing Editor (Appointed)

Term: One year

Time Required: 10-15 hours per month

Responsibilities:

- Coordinate appointed co-editors to produce and distribute 9 monthly issues of the AAUW Ashland *Vision*
- Solicit articles from appropriate content providers, edit such articles to assure consistency, clarity, accuracy, and proper grammar
- Coordinate with graphic designer for layout
- Coordinate with photographer to provide photos for each issue
- Coordinate proofreading among volunteer readers
- Coordinate with Membership Communications Coordinator to distribute each issue to members
- Keep track of activities and update the Operations Manual as needed

Qualifications:

- Good editing, grammar, organizational, and communications skills
- Project management skills
- Ability to work with deadlines
- Working knowledge of and access to Microsoft Word