



Job Title:	Newsletter Editor	Job Category:	Publisher/Editor
Department/Group:	Administration	Job Code/ Req#:	NEWSLETTER2010
Location:	Joliet IL	Travel Required:	NO
Level/Salary Range:	Volunteer or Internship credits	Position Type:	Volunteer or intern credits
HR Contact:	Mac Willis	Date posted:	2010
Will Train Applicant(s):	Some training	Posting Expires:	Perpetual
External posting URL:	http://www.unitycdc.org/newjobsmainmenu.html		
Internal posting URL:	http://www.unitycdc.org/newjobsmainmenu.html		
Applications Accepted By:			
Fax or E-mail: Fax: (815) 722-8559 or mwillis@unitycdc.org Subject Line: Newsletter Editor Attention: Mac Willis		Mail: Mac Willis Administration 201 S. Briggs Street Joliet, IL. 60433	
Job Description			
<p>Content and layout of bi-monthly e-newsletter sent to Unity membership.</p> <p>QUALIFICATIONS: • Computer software knowledge (Microsoft Word, Excel, Publisher) • Ability to navigate the internet and to hyperlink information into a Word document</p> <ul style="list-style-type: none"> • Computer and internet access • Good organization skills • Ability to write clearly and concisely • Ability to work with a timeline and meet deadlines • Ability to work as part of a team <p>SPECIFIC TASKS: • Meet with Unity Program Representative to discuss newsletter layout and methods to improve layout, content, and delivery of newsletter</p> <ul style="list-style-type: none"> • Collect incoming articles form Unity project leaders, community organizations, Unity Volunteers & Interns. • Edit articles for relevance, content, length, and spelling • Organize articles into newsletter template • Modify newsletter headings (as appropriate) • Complete newsletter in accordance to timeline • Email newsletter to Program Representative for final approval and distribution <p>BENEFITS: • Journalism and editing experience</p> <ul style="list-style-type: none"> • Opportunity to build leadership, decision-making and planning skills. • Volunteer service credit • Looks great on college and job applications 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Disclaimer: This job description is intended to provide the general nature and level of work to be performed by volunteers and interns within this classification. It is not intended to be all inclusive of the job duties, responsibilities, and qualifications required of volunteers assigned to this job. The commissioner may also perform other duties as required and approved by Office of President. The above duties are subject to change at any time.