

Job Description for eNewsletter Editor

The Job of Newsletter Editor is to oversee the publication of the PaBIA Newsletter in accordance with the Communication Policies set forth in 2014

Skills Needed:

Proficiency with following computer/online programs: InDesign, Photoshop, Filemaker Pro, Excel, Word, or online Constant Contact Service
Communication and editing skills
Knowledge of PaBIA and the Ojibway Club

Fall - Spring of Year

1. Maintain branding options
2. Be prepared to do a Fall, Winter and Spring Newsletter or as is deemed necessary
3. Be aware of ongoing issues/information
4. Collect articles/pictures for newsletter
5. Input information for newsletter
6. Send Newsletter

Job Description for Editor for Summer eBlasts

The Job of eBlast editor is to oversee the Seasonal weekly eBlasts in accordance with the Communication Policies set forth in 2014

Skills Needed:

Proficiency with following computer/online programs: Photoshop, Word, Constant Contact Service
Communication and editing skills
Knowledge of PaBIA and the Ojibway Club

Summer

1. Provide weekly eBlasts from mid to late June
 - a. Maintain Branding options
 - b. Obtain and edit written eBlast articles
 - c. Encourage short articles with links to broader constituents
 - d. Encourage a variety of material sent out
 - i. Content from all PaBIA portfolios
 - ii. Content from PaB Community
 - e. Assure continuity
2. Maintain/update email lists