

Newsletter Editor

Purpose of Position:

- To independently or in partnership with another volunteer provide leadership in the development of the Seniors Programs and Services newsletter.

Qualifications:

1. Working ability with computer programs such as Publisher, Word, internet research and email.
2. Organization and time management skills
3. Good interpersonal and professional communication skills
4. Able to work as part of a team to communicate expectations, goals, deadlines, and share ideas
5. Attention to detail, especially in editing and proofing
6. Patient, friendly, reliable, and punctual
7. Good understanding of issues and topics relevant to seniors in the community
8. Willingness to participate in training programs (as required)
9. Willingness to sign an oath of confidentiality
10. Willingness to obtain a Vulnerable Sector Check

Roles and Responsibilities:

1. To assist with gathering newsletter content that covers relevant and pertinent topic areas
2. Assist with compiling information and data entry into newsletter template
3. Provide editing support and proof reading
4. Communicate with participants of Seniors programs to encourage their contributions
5. Assist with printing and distribution of newsletters
6. To help promote Seniors Programs and related information
7. To attend volunteer meetings and training sessions as required

Orientation and Training:

1. Initial orientation to agency and program
2. On the job training provided
3. Additional training workshops are offered as needs and opportunities are identified

Time: Flexible schedule

Location: May be able to work from home or in office to access technology

Commitment: three issues annually, subject to change

Supervisor: Jennifer Middleton, Seniors Program Information Coordinator
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Benefits:

- Playing a role in minimizing the degree of isolation of seniors in the community
- Opportunity to form relationships with the senior community
- Sense of purpose in giving to the community through communications
- Formal and ongoing recognition

