

# Columbia Wings Oregon Chapter "P" Newsletter Editor Position

## Job Description

<b>Title</b>	Newsletter Editor
<b>Department(s)</b>	Chapter Staff
<b>Reports to</b>	Chapter Director

### Job summary

- Develop and publish the newsletter on a monthly schedule
- Gather inputs from membership and edit as required for grammar, content, and size
- Search the internet for appropriate motorcycle articles to publish
- Print and mail out newsletters to membership as needed
- Collaborate with chapter staff members on format and content

### Summary of essential job functions

- Create / collate monthly newsletter material as needed
- Prior to publication release, review draft copy of newsletter and acquire Chapter Director approval each month
- Send electronic copy of newsletter to webmaster each month
- Print and mail paper copies to membership as needed each month
- Champion the delivery of the newsletter to sponsors each month

### Minimum requirements

- Access to and knowledge of software publishing tools
- Access to and knowledge of image editing software
- Access to and knowledge of Adobe reader software
- Access to the internet / email
- Good communicator

**Abilities required**

- Ability to work as a team member

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by a chapter member how volunteers for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of a chapter member. All chapter staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional information**

None