



# Newsletter Editor

## Reports to: Vice President Administration

### REQUIREMENTS:

- Generally proficient with the following apps;
  - Email
  - Word
  - Excel
  - Publishing software
  - Website software
  - Photo manipulation software
- Composition skills for editing documents
- Ability to coordinate activity between input and output providers

### DUTIES:

- Manages and assembles inputs for the Monthly VHF Newsletter
- Creates a draft newsletter and submits it to the management team for comments and approval
- Submits approved Newsletter to the Distribution Manager
- Posts the monthly Newsletter on the website for archiving.
- Ensures that a link is created for the Newsletter on the website
- manages emails originating from web site sent to [newsletter@villageshonorflight.org](mailto:newsletter@villageshonorflight.org)