



Editor Job Description

Responsible for the creation and distribution of the quarterly Kerry Blue Terrier Foundation Newsletter. The newsletter will contain information about the Foundation, educational information, announcements, and volunteer profiles. The Editor will maintain the newsletter subscription list.

Duties:

Plan, organize, edit and write parts of the content of each month's newsletter. Perform final edit of the newsletter after page layout has been completed. Ensure that editing and proof reading standards are met.
Set and oversee newsletter deadlines
Inform all contributors of deadlines, expectations for articles and content standards
Communicate with lay out volunteers about deadlines, newsletter look and standards. Work with graphic designer on content, layout, colors, and photos. Gather and choose possible photos, images for newsletter.
Ensure that the newsletter is mailed to subscribers
Maintain the newsletter subscription list.
Other duties as assigned

Core Competencies:

Be proficient in: writing and editing skills; organizational skills; multi-tasking skills; teaming skills; computer word processing skills; Word, excellent command of the English language; able to function well in a teams environment; motivation skills
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