



## Newsletter Layout Job Description

Responsible for designing the format of the newsletter. Utilize layout software to assemble text, photographs and other content in an aesthetically pleasing and easy-to-read arrangement.

### Duties:

Manipulate design properties, such as type size, font style, spacing, column width and placement, using software that allows the document to be viewed as it would appear in print.
Assemble content according to pre-established criteria with respect to length, content, formatting.
Perform other editorial tasks, such as creating captions and copyediting content.
Ensure that the newsletter presents correctly in electronic and printed format
Forward the newsletter to the President for publication to the news list.
Other duties as assigned

### Core Competencies:

Be proficient in: computer skills; graphic design; eye for detail; publishing software; creative capacity; working independently; teaming skills; ability to take and correctly interpret instructions; editorial skills (grammar, design style, photos and graphics editing, layout editing, embedded links); managing priorities and meeting deadlines
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