

Newsletter Editor Job Description

One - Two year term

Portland Handweavers Guild sends a monthly newsletter to members September through June. Updates are generated as needed.

Duties

- Produce a monthly, online newsletter and send to membership at the end of each month. The newsletter is sent electronically approximately a week to 10 days before each PHG guild meeting. A hard copy is mailed to those without email.
- PHG is currently using the application MailChimp to send the email newsletter out. The newsletter editor must become familiar with the MailChimp application. This can be accomplished by working with the previous editor, the webmaster, and contacting HomeSpun websites for training.
- Send updates and other relevant news items to webmaster each month to assist in keeping website current and for the “Updates” newsletter.
- Attend board meetings when possible. (This is encouraged, but not required).

In preparation for writing each newsletter, duties include:

- Contact program chairs for updates
- Check with president about including a “President’s Message”
- Include highlights of information from PHG website each month after it has been updated by webmaster, Drive readers to the PHG web for details.
- Research and write community and guild news of current and upcoming events and other news of interest to the membership.
- Edit members’ interview section and encourage members to submit an interview.
- Ensure that dates, times and other details particular to the current month are updated.
- Send a draft of the newsletter to webmaster for the final edit before sending final draft to membership.
- Send final newsletter.
- Updates are sent out by the newsletter editor or the webmaster as needed, ie. When important info needs to be sent before the next newsletter will be generated.