



# PAVRO™

Professional Association of Volunteer Leaders- Ontario

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LEADING VOLUNTEER ENGAGEMENT

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## **e-Powerline Newsletter Layout Editor**

**Position Description and Qualifications:** The e-Powerline newsletter layout editor will join the Communication committee and work closely with the Director of Communication. This is an ongoing volunteer role, responsible for the preparation, publication and electronic distribution of the monthly e-Powerline newsletter.

### **Primary duties and responsibilities:**

- Work with Director of Communication to maintain an editorial calendar and curate seasonal/topical stories
- Responsible for newsletter design and layout
- Work with Director of Communication to collect submissions (articles, advertisements and notices) from members of the executive and community at large
- Edit submissions for correct spelling, grammar and punctuation
- Responsible for electronic distribution of the newsletter
- Collect monthly statistics and update the communication calendar

### **To be successful in this role, the editor must possess:**

- Excellent command of English, including correct spelling, grammar and punctuation
- Previous editorial experience
- Superior written and verbal communication skills
- Keen attention to detail
- Ability to adhere to deadlines
- Knowledge of print industry standards
- Proficiency in graphic design programs and MailChimp

**The following are definite assets:**

- Knowledge of Canadian Press standards
- Photo editing skills and ability to modify vector graphics
- Ability to identify and procure royalty-free stock imagery
- Knowledge of copyright law, privacy legislation and model releases
- Ability to create press-ready artwork and layouts, including advertisements, from scratch

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