Volunteer Newsletter Writer/Editor
Job Description

The Position:
Get in on the ground floor to help the Azusa City Library launch a bi-monthly newsletter to share information, maintain visibility and gain support for its adult literacy services.

Qualifications:
• Be at least 18 years old – there is no maximum age!
• Excellent command of English writing, spelling and punctuation
• Ability to work independently and to follow through on assignments
• Ability to motivate and work with others
  or the desire to improve yourself in these areas

Responsibilities:
• Work with literacy staff to determine content for bi-monthly newsletters and create calendar for newsletter work flow.
• Collect and edit articles for newsletter; and write articles as needed.
• Design newsletter layout.
• Follow library policies and maintain learner confidentiality.
• Meet print or email blast deadlines.

Benefits:
In addition to the pride in yourself and heart-warming sense of knowing you have created a stellar newsletter, you will receive:
• appreciation and acknowledgement of the talent, hours and energy that you volunteer;
• invitations to literacy events and special library programs;
• tangible product to add to your portfolio;
• a chance to learn new skills . . . or use current ones;
• letters of reference, upon request; and,
• all the support you need from literacy services staff.

Reports to:  Adult Education and Literacy Services Coordinator

Commitment: Approximately ten hours per issue (every other month)
Minimum of one year – six bi-monthly issues–but please do feel free to stay longer.