

Azusa City Library Adult Literacy Services

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.*