

# Whidbey Audubon Society



## POSITION: *SHORELINES* NEWSLETTER EDITOR

### KEY RESPONSIBILITIES

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- Publish nine issues of *Shorelines* per year for print, email and website (excluding Dec, Jul, Aug)
- Communicate needs, deadlines and content with contributors, designers, board members and printers
- Edit and proofread submitted articles, write articles as needed, acquire photos
- Maintain style sheet for consistency and professionalism; understand copyright rules
- Edit *Shorelines* draft, supervise layout, approve for publication across all venues

### PURPOSE

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**To create and distribute a newsletter that informs our membership of all current relevant activities and efforts, educates about the diversity of bird life, informs about local conservation projects and encourages participation in the activities of the organization**

### TOOLS AND SUPPORT

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- Has an annual fiscal budget, for items such as software and supplies
- Attends regularly scheduled meetings with a current board member or cabinet chair
- Has Dropbox software "Read" access for archival documents and "Read/Write" access for storage of current documents

### COMMITMENT

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This position generally runs for two years, with most activity scheduled between mid-August and June

### QUALIFICATIONS

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- Time management, communication and project management skills
- The ability to spend time on volunteer duties, approximately 25 hours per month
- Has a digital device and access to the internet
- Microsoft Office (or similar software) basic skill level
- Competency in editing, proofreading, layout and other publishing arena skills

### BENEFITS TO THE VOLUNTEER

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- Finding alignment with Whidbey Audubon Society's purpose and goals
- Developing a sense of purpose and community
- Interacting with interesting people of all ages and walks of life
- Learning about the beautiful and unique places that comprise the Whidbey Island natural environment
- Developing leadership skills that are useful forever

**Whidbey Audubon Society is dedicated to the understanding, appreciation and protection of birds and other wildlife species and their habitats on Whidbey Island and in surrounding waters.**