

Ambassador of Buzz

(Newsletter Editor)

Volunteer Reports to: Executive Director

Does your written word inform and influence people? Can you work under a deadline? Are you detail oriented and have an eye for assessing visual appeal? Would you like to take the lead to name and develop the Family Promise of Metro East (FPME) newsletters. Do you have a passion for helping homeless children and their families? Maybe FPME's Ambassador of Buzz is the volunteer job for you!

Essential Duties and Responsibilities

- Coordinate online and/or print publishing cycle and manage content areas of general and specific audience newsletters (volunteer, donors, etc.)
- Set publication standards and establish goals and expectations
- Write and suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Oversee layout (artwork, design, photography) and check content for accuracy and errors
- Proofread, edit and improve stories or pieces
- Cooperate and liaise with designers, photographers, writers, artists etc
- Comply with media law and ethical guidelines
- Be able to understand and comply with the Family Promise Style Guide
- Meet deadlines

Requirements

- Proven working experience as an editor
- Strong writing/editing/proofreading skills and an excellent portfolio
- Hands on experience with MS Office, Canva, Photoshop or other publishing tools
- Proven familiarity with SEO and social media best practices
- Excellent written skills in English
- An eye for detail along with critical thinking
- Prioritizing and multitasking
- Ability to commit to at least a year

Training & Supervision

- Attend general volunteer training
- Completed Trauma Informed Care and Diversity, Equity and Inclusion Training

- **Training and supervision conducted by:** Online and by Executive Director

Time Commitment :

- 5-6 hours a month, more in the beginning as you help us develop a template and what content should be included.