Volunteer Newsletter Editor

Pasco County Library System pascolibraries.org
Volunteer Program—Growing Stronger Together 727.861.3160

Position Overview and Impact: Marketing is an extremely important aspect for the success of any business. Libraries is no different. A Volunteer Newsletter Editor would be the eyes, ears and voice of our library to foster interest, highlight the value and emphasize the important role we play in our community.

Key Responsibilities:

* Gather information for, create and deliver a bi-monthly newsletter using desktop publishing software (MS Publisher) with specific deadlines.
* Continuously look for new topics that would foster interest and highlight the value of the newsletter from newspaper or magazine articles, advocacy, clip art, profiles of members-Friends-staff, conferences, meetings, etc.
* Various contributors would be Library Administration, Advisory Board, Foundation, all local branches (7) and any other pertinent organizations.

Qualifications:

* Be enthusiastic and energetic with a professional ‘people’ personality
* Ability to work independently without close supervision
* Ability to multi-task in an organized manner, keeping specific deadlines
* Enjoy speaking with different groups within our community
* Must be able to read, write and edit documents for publication
* Be able to create a list of steps/procedures to be followed to produce the newsletter so an assistant/substitute can fill in as needed

Training and support provided:

* Orientation and training is provided

Time Commitment:

* Time needed to complete task

Benefits of Volunteering:

* Learn about Library and local Pasco County Government services
* Inform the library community of much needed information
* Meet new people and make new friends