



CIRCLE OF PEACE INTERNATIONAL

Newsletter Editor

Position summary: Plan, solicit, and edit articles, layout newsletters and oversee distribution of quarterly publication. The Newsletter Editor serves on the Communications Team and reports to the Communications Director.

Responsibilities:

- Attend monthly Team meetings.
- Contact board and volunteers to develop story and content ideas, keeping in mind the COPI mission and the intended audience.
- Solicit articles and pictures, providing authors with a clear deadline for submissions and the length of articles.
- Evaluate articles submitted for publication and confer with authors regarding changes in content or style.
- Edit articles to correct errors in spelling, punctuation, and syntax, and improve readability.
- Verify facts, dates, and statistics.
- Layout the newsletter in both paper and digital form using MailChimp.
- Determine the most cost effective means of printing newsletters
- Confer with staff and board to determine the best way to distribute newsletters, i.e., hard copy, digital, or other.

Skills:

- Ability to effectively communicate stories ideas with potential writers and arrange for their volunteer submissions.
- Excellent writing and editing skills.
- Ability to attractively layout newsletter using appropriate computer programs.
- Ability to take photographs and manipulate photographs for publication.
- Good understanding of distribution systems, including Post Office requirements and how to effectively use mass email lists.
- Ability to work without supervision, carry out responsibilities a timely manner and interact well with others.

Requirements:

- Committed to the mission, vision and values of COPI and COPS.
- Ability to respond to requests within 48 hours.
- Residing in the Richmond, VA area.
- At least a 12-month commitment is required.

Experience working with a nonprofit a plus.