

WFWP USA Newsletter Editor Job Opening

Angelika Selle
August 14, 2017



WFWP USA is currently looking for a Newsletter Editor to bring a unique and passionate flair to our Logic of Love News. We use our Newsletter as a tool to inspire others as to what it means to be a leader of the heart, in theory and in action.

The main task of the Editor is to collect, review, and edit content for the WFWP USA bi-monthly newsletters, and bi-annual print newsletters. If there is someone in your life who may be interested, share this article with them! The full job

description with time commitment, responsibilities, and compensation is outlined below. Email info@wfwp.us with questions and to apply.

Job Title: WFWP USA Newsletter Editor
Hours: 10 hrs/week
Location: Remotely OR from WFWP HQ Office in NY (not required)
Compensation: \$500 per month

Job Description:

WFWP USA publishes an electronic newsletter bi-monthly and a print newsletter bi-annually (spring and autumn). The Newsletter Editor is responsible to work in collaboration with President Angelika Selle and Vice President Katarina Connery to ensure timely delivery of newsletters and that content accurately reflects the vision, mission, beliefs, and activities of WFWP USA. The Editor will also communicate directly with local chairwomen on content of articles and photos about chapter activities. It is imperative to have / acquire an overall vision of the newsletter's message and how each piece fits in. Thus, the Editor must have a sufficient knowledge of WFWP or a desire to learn.

Recommended Skills:

- Excellent writing and editing skills required
- Layout and design skills
- Ability to plan and maintain deadlines
- Self-driven and ability to work independently
- Well organized and detail oriented
- Familiarity with Microsoft Word and Google Docs
- Basic photo editing skills
- Ability to use Adobe Illustrator or similar design software a strong plus
- Become familiar with typical content of WFWP newsletters

Responsibilities:

The Newsletter Editor is a key member of a team consisting of WFWP USA President and Vice President, local chairwomen, and webmaster. The main task of the Editor is to collect, review, and edit content for the WFWP USA website and regular newsletters.

Manage Editorial Calendar:

- Assist in maintaining monthly and yearly editorial calendar
- Be aware of any national initiatives that should be included in upcoming newsletters
- Identify contributors
- Collaborate with volunteer writers to complete content and manage deadlines for completion
- Edit articles newsletter and website
- Send edited articles to Vice President and any other proofreaders for proofreading and approval (cc'ing the President)
- Forward approved articles with photos to webmaster for posting on website as soon as they are approved
- The website automatically generates bi-monthly newsletters on the 15th and 30th/31st of every month

Communication with Chairwomen

- Receive reports from chairwomen on local activities
- Ensure key information is submitted: names, titles, location, date, etc.
- Follow up with chairwomen if key information is missing
- For chairwomen with weak writing skills, ensure the heart behind the event is included

Bi-annual Newsletter Publishing:

- Layout and design of print newsletter twice a year (PDF version, spring and autumn)
- Send newsletter to publisher for print
- Collaborate with Vice President and President on content for print newsletter (typically two old articles from previous 6 months and two new articles)
- Identify contributors