

Nor'wester Editor

Status: Volunteer

Reports to: PNW Division Director

Summary: Designs, edits and submits newsletter for publication and distribution via both postal mail and Website.

Minimum Qualifications

- Basic command of English written standards
- Ability to edit, standardize, or make changes to material prepared by others while maintaining the original author's style and intent
- Access to desktop publishing software necessary to design and edit Nor'wester for professional printing and email distribution
- Ability to communicate effectively with a variety of people
- Tolerance for time pressure deadlines
- Ability to coordinate submission of reports from necessary contributors

Recommended Qualifications

- Proficient in graphic design and/or desktop publishing
- Experience soliciting professional bids for print services
- Knowledge of publishing and copyright law
- Knowledge of rules for bulk mailings
- Basic knowledge of the PNWD and NSP

Duties of the Nor'wester Editor

- Solicit content from contributors (as designated by the PNWD) allowing them sufficient notice for submission of articles for upcoming deadline
- Supply appropriate content or images, when necessary, without violating copyright law and while maintaining PNWD and NSP brand standards
- Layout newsletter to maximize readability while minimizing production expense
- Review, edit and, if necessary, revise content to maintain suitable grammar and readability
- Submit the newsletter to the PNWD Director for proofing prior to publication
- Solicit and review bids for professional printing of the newsletter in accordance with the PNWD approved budget
- Work with the NSP to: acquire most recent member postal mailing list (manipulation of the list may be necessary to count by zip - this establishes the total number of copies that are requested for print and the postage cost) and submit digital copy to Division webmaster for posting on website.
- Prepare newsletter for print and distribution by the date designated by the PNWD Director
- Nor'wester editor or publishing company will complete postal paperwork to determine final cost of the mailing. Request check for postage from Division Director

For additional information, please contact Dolores La Liberte ath@air-pipe.com