

CORKERY COMMUNITY ASSOCIATION

Position—Newsletter Editor

Duties and Responsibilities

Under the general direction of the CCA Board of Directors, the Newsletter Editor is responsible for producing three to six community newsletters per year. The newsletters are distributed to the Corkery area community by the most appropriate means. Duties associated with this position include, but are not limited to,

- using your own computer system, or having access to a computer to produce the newsletter;
- collecting information from the Board of Directors for the newsletters,
- printing a master copy for reproduction;
- reproducing copies for distribution either through the City of Ottawa printing office or by using the services of a printing firm and
- copies are then to be delivered to Canada Post for regular mail or for distribution by means most appropriate (eg. by e-mail, hand delivery)

Knowledge and Abilities

Candidates for the position of Newsletter Editor should have the following basic knowledge and abilities:

- knowledge of computers and desktop publishing and/or word processing packages
- a basic sense of design
- access to a laser printer for the master copy
- a willingness to hunt down news items and speak to others who may have input for the newsletter

Commitment

Newsletters generally are produced on a bi-monthly basis and tend to be one page, double sided so the actual time commitment is very low.

Attend regular CCA monthly meetings.