

## Conservation Montgomery Newsletter Editor

### Position Description

Consult with the CM Board of Directors each month to determine content and stories for *Community Updates*, a monthly online newsletter distributed to about 1,400 CM members and others in the community. After the story subjects are decided, work with volunteer writers to get stories written. Edit the articles for correct grammar, punctuation, and to make sure that style of writing is in news style. Gather any graphics or photographs that go with each story. The newsletter editor is also welcome to write articles on a topic of interest. Name credit and bylines will be provided in each issue of the online newsletter.

Submit the articles and appropriate images to the CM Board Chair so the newsletter can be published using Constant Contact.

If a volunteer editor has experience or would like to be trained to use Constant Contact, articles and images may be placed by the editor in the Constant Contact software.

Estimated number of hours each month: 12

Setting for work: Home on the computer

Contact with the CM board: By e-mail and at monthly board meetings if desired.