**Newsletter Editor Position Description**

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| **NEWSLETTER EDITOR** |
| Organisation | **Hunter Organic Growers Society** |
| Position Type | Volunteer |
| Grouping | Non Committee: Media Team |
| Expected Hours | From 3 hours per month, plus a 1 hour monthly committee meeting. Time varies on the amount of content the editor wishes to include in the newsletter. |
| Organisation Description | The Hunter Organic Growers Society is a not-for-profit community organisation run by volunteers in the Hunter Valley region.​We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!​Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be responsible for layout and collation of a monthly newsletter.* Send the newsletter at least 2 to 3 weeks in advance of events.
* Collate the newsletter using the Email Marketing Editor on the WIX platform.
* Write copy, including a greeting, news update, and field day report.
* Promote the next one to two events with booking links for tickets.
* Layout media, such as photos and video content,
* Layout additional content from members or other sources. For example recipes, seasonal planting guides and What’s On’ in the Hunter region.
* Liase with other committee members on content inclusions.
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| Reporting | Reports to the Executive Committee  |
| Skills & Training | * You will have reasonable computer skills and have a willingness and ability to learn new programs effectively.
* Previous experience in using the WIX platform or other webhosting platforms desired, but not required.
* Ability to commit to a monthly deadline.
* No previous experience required in a similar role, but desired.
* Full training and mentoring will be available from the outgoing team, plus a range of support material supplied.
* A smile on your face, a team player, and willingness to learn and develop your skills!
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| Benefits | * Free household membership to the Hunter Organic Growers Society
* Excellent free training opportunity to learn new skills that are transferrable to employment or studies.
* Joining the team and making new friends
* That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle.
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| Contact | hunterorganicgrowersociety@gmail.com |