

Volunteer Job Description
U. S. Green Building Council, Southwest Virginia Chapter
Based in Roanoke, Virginia

Volunteer Position Title: Newsletter Editor

Chapter Vision, Mission, and Aim:

Our vision: Southwest Virginia is a sustainable environment where people are prosperous, healthy, socially responsible, and harmonious with nature thus assuring the same for future generations. Our mission is to promote sustainable practices for the built environment through education and leadership in our community. The Chapter produces the following related to green building design, construction, and operations: educational and outreach programs, advocacy, and partnerships with other organizations. Our website is the main communications portal for a range of tasks related to these aims. For more information: see www.usgbcswva.org

Job Description:

Responsible for Quarterly Chapter Newsletters. The Newsletter Editor may elect to create a team that includes a 'layout editor' who is versed in graphics software, but ultimate responsibility for producing a newsletter in accordance with criteria set by the Communications Committee lies with the Newsletter Editor. Note: Surveys have shown that people are moving away from traditional newsletters to RSS feeds such as FaceBook, MySpace and the like. If we polled our members, we would find an increase in those who read online RSS feeds over traditional newsletters. The transition from a traditional newsletter to an RSS feed format will occur during 2010. This will also discourage printing.

Approximate Hours Per Month: 1-2 plus 5-10 hours quarterly

Commitment Timeframe: 13 months December (or starting month) – December (or last month). The first/last month is an 'overlap' month between outgoing and incoming Editors reserved for training, skills development and coordination/oversight. Incoming Editor takes over 100% beginning January (or second month).

Desired Qualifications:

- Experience with website-housed newsletter formatting and size protocols
- Experience with Graphics software (Adobe, etc)
- Strong editorial skills (grammar, APA style, photos and graphics editing, layout editing, embedded links)
- Ability to manage deadlines
- Member of Chapter or willing and able to join Chapter (fee of 65.00/year)
- Commitment to the Chapter's vision and mission.

Specific Responsibilities:

- Solicit and assemble content according to pre-established format and newsletter 'blocks' with respect to criteria of length, content, formatting, etc.
- Create formatting, criteria and blocks as required
- Produce quarterly newsletter of approx. 12 pages including page by page summaries with live links
- Maintain USGBC 'Lyris' listserv coordination
- Participate in monthly Communications Committee meetings and collaborate with other Committee members to set policy and standards regarding the website.

Positions Reports to: Chair of the Communications Committee

To apply for this volunteer opportunity, Contact: Monica Rokicki-Guajardo, Chair, Communications Committee
mrokicki@balzer.cc or communications@usgbcswva.org