



SWVA MRC Newsletter Editor

Goal/Mission:

To provide prepare for distribution quarterly newsletters and the annual year-end report for the Southwest Virginia MRC

Responsibilities:

- Answer ALL alerts received from VVHS.
- Draft and prepare quarterly newsletters using CANVA application.
- Draft and prepare annual year-end report using CANVA application.
- Obtain from Unit Coordinator information related to volunteer activities, upcoming events, trainings and photos for inclusion in newsletters.
- Meet deadlines.
- Document all personal hours in [SWVA MRC Hours and Responsibilities](#)

Desired Results: To provide engaging and exciting newsletters about SWVA MRC activities to volunteers, partners and the community at large.

Expectations: Quarterly and Annual newsletters for distribution

Qualifications:

- Approved member of the SWVA MRC
- Fluent with computer use, including CANVA application.
- Strong writing skills.
- Ability to meet deadlines for quarterly newsletters.

Time Commitment: This will vary dependent upon amount of news to report. Except 8 – 16 hours for quarterly newsletters and potentially more for annual year-end report.

Location/Site: Virtual opportunity

Supervision and Support: SWVA MRC Unit Coordinator

Benefits: Build writing and editing skills; expand knowledge about SWVA MRC activities in the region; build/improve; photo editing skills; regular support to SWVA MRC

7/13/23