

Job Description: AAN Leadership Alumni Newsletter Associate Editor

Description

The leadership alumni newsletter associate editor is responsible for supporting the efforts of the editor for the alumni e-newsletter. The associate editors will be tasked with assisting with content ideas and copy for the e-newsletter. There will be two editions of the newsletter per year and the term for a newsletter associate editor is two newsletter editions, approximately one year. The associate editors will be heavily involved in developing the succession plan for their position at the end of their term. Once the one year, two edition term is completed the position of editor will be first offered to the outgoing associate editors to allow newsletter continuity. Associate editors should take this under consideration when accepting the associate editor position. Once the position of incoming editor has been filled the two incoming associate editor positions will be promoted to alumni to allow for greater participation and volunteer opportunities.

Responsibilities

- Review, edit and approve content ideas and copy for the e-newsletter
- Attend the Alumni Reception/event at the Annual Meeting to be available for questions/feedback regarding the newsletter and content
- Participate in conference calls with the Leadership Alumni Newsletter Workgroup members on content planning and related issues as they arise throughout the year.
- Assist in setting newsletter priorities and identifying opportunities.
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Proofread, edit and improve stories or pieces
- Meet deadlines and budget requirements
- Provide additional support to the newsletter editor as needed

Requirements

- Strong writing/editing/proofreading skills
- Excellent written skills in English
- An eye for detail along with critical thinking
- Prioritizing and multitasking

Estimated Time Commitment

Two to Three hours per month plus teleconferences/meetings

Staff Liaisons

Amy Nostdahl, Senior Education Manager, Annual Meetings & Conferences

Wendy Vokaty, Senior Manager, Leadership Program and Special Events

Bonnie Sova, Program Manager, Leadership Programs