



Richmond Knob Hill
April, 2017

Richmond Knob Hill
Community Association
2433 26 Ave SW
Calgary, AB T2T 5Y5

Are you an editor looking for a volunteer opportunity? The Richmond Knob Hill Community Association is looking for a new Editor of the community newsletter.

Come join a fantastic group of people that work towards making our community a place to have fun - a place to think big – a place to call home!

The following role description outlines the skills wanted to act as the RKHCA newsletter editor, a position that offers the opportunity to gain new personal growth skills;

What is needed: The ability to organize and work with our newsletter design company to produce the regular community newsletters.

Responsibilities:

- Edit the monthly newsletter by coordinating articles and the editorial layout.
- Work with volunteers, city, and community experts to obtain quality articles that are relevant to our community. Much of the newsletter content can be gathered and edited from these resources.

Skills: Writing, editing, layout, and communication skills. Ability to see task through completion. Strong proofreading skills, attention to detail, Knowledge of Microsoft Office Programs preferred. Access to own computer is ideal.

Time Commitment: The newsletter is produced on a monthly basis. 5-6 hours a month on a relatively consistent schedule.

Benefits · Give back to your community. · Hone skills and gain experience working in developing newsletters that promote the RKHCA organization.

If you are interested in learning more feel free to contact <mailto:info@richmondknobhill.ca>

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