

# Valley Community Presbyterian Church

## Volunteer Position Description

**Title: 'The Messenger' Editor**

**Reports To: Publication and Office  
Administrator**

**Pastor Approval:**

**Position Description and Responsibilities:** (purpose, authority, scope)

With the oversight of the Publication and Office Administrator, provides a Word document compiled of gathered and edited articles for 'The Messenger' monthly newsletter to the layout editor for completion in a timely manner.

**Principal Duties:** (functions, rather than detailed tasks, prioritized)

1. Champion the over-all tone and content of Valley Community's monthly newsletter.
2. Send out monthly reminders to members of session and small group leaders asking them to turn in articles and photos by the 20th of the month to [messenger@valleycommunity.org](mailto:messenger@valleycommunity.org).
2. Follow up with leaders of known events who have not submitted articles by the 19th of the month.
3. Edit articles that have been submitted and modify for clarity, space, content, and style.
3. Compile edited articles into a Word document to be emailed to the layout editor by the 23rd of the month.
4. Proof newsletter draft submitted via email by the layout editor in a timely manner.

**Required Education/Certification/Skills:** (years of experience included; skills listed top down):

- High School graduate or equivalent.
- Proofreading/editing experience desired, but not required.

**Desired Skills:** (listed top down)

- Advanced computer software skills including the Internet and computer software including Microsoft Outlook (or equivalent), publishing, word processing programs.
- Successfully function as a member of a work team and also independently.
- Manage time and information while adapting to changing priorities.
- Feel comfortable asking questions and follow through with newsletter submission questions.

The person in this position can work from home. Time management skills are necessary to help complete the newsletter five days before the first of the month.