



Minnesota Association for the Education of Young Children Minnesota School-Age Care Alliance

An Affiliate of **naeyc**

## **MnAEYC-MnSACA Newsletter Writer Position Description**

### **The Position:**

Assist the Services Coordinator in writing articles for the quarterly e-newsletter to share information about the early childhood and school-age care fields with its membership. The newsletter is emailed to over 1,600 people.

### **Qualifications:**

- Be at least 18 years old – there is no maximum age!
- Excellent command of English writing, spelling and punctuation
- Exceptional oral and written communication skills, including editing and proofreading
- Ability to work independently and to follow through on assignments and meet deadlines
- Ability to represent MnAEYC-MnSACA in a professional manner

### **Responsibilities:**

Work with the Services Coordinator to write content for the newsletter. Topics are typically assigned, but writers are encouraged to suggest topics.

Writing an article includes:

- Creating interview questions in coordination with the Services Coordinator
- Conducting research on newsletter content, if applicable
- Interviewing outside sources
- Writing and editing the article
- Submitting the article on time
- Responding to further edits

### **Benefits:**

In addition to the pride in yourself and knowing you created a stellar newsletter article, you will receive:

- Appreciation and acknowledgement of the talent, hours and energy that you volunteer
- Tangible product to add to your portfolio
- Chance to learn new skills . . . or use current ones
- Letters of reference, upon request

**Commitment:** The amount of time spent on an article varies by the length of the article and by the volunteer's work preferences. Deadlines must be strictly observed.

**Reports to:** Services Coordinator