



Jesuit Refugee Service

Volunteer Job Description:

ASSISTANT NEWSLETTER EDITOR

Number of people requested: 1

This may include one or more of the following

- Conducting a survey of existing readership regarding their use of the newsletter and finding out if they would like to see more or less of any types of articles.
- Looking at other newsletter styles/layouts and updating the newsletter accordingly.
- Producing the newsletter quarterly or every two months, depending on time commitments.
- Checking printer costs to see if more cost effective to outsource the copying.
- Organising volunteer help for mailing
- Keeping the newsletter mailing list and database up to date
- Printing out labels for newsletter mailing

Person specification

Essential:

- Sympathy with the aims and objectives of JRS UK as expressed in the mission statement and values statement.
- Good interpersonal skills

- Very good computer skills
- Excellent written and spoken English
- Minimum 12 months commitment, occasionally 1 day a week, the person can work from home and JRS-UK will refund accordingly the use of any material use for fulfilling the volunteer task

Desirable:

- Knowledge of other cultures and/or languages.
- An ability to relate to people of diverse languages, cultures, and religions
- Some previous experience of working in an NGO setting.