

Official Title: Newsletter Editor

Reports to: MVA President

Budget Responsibility: None

Position Description:

The Newsletter Editor will

- Research, compose and produce a newsletter each month of the year
- Create and follow page template for all pages
- Email staff for input by the 10th of each month
- Email president for President's Message by the 10th of each month
- Download previous month's social and luncheon photos from Dropbox
- Open and resize all photos to 240 dpi, 4 x 6 inch jpps.
- Place sized photos on newsletter pages
- Identify the subject(s) of each photo
- Write original articles based on input from president and staff
- Publish a page of monthly birthdays (received as email attachment from Treasurer) as the last page each month
- Proofread entire document and make necessary corrections
- Seek out historical content from archive issues of HI newsletters
- Convert completed pages to PDF files
- Combine PDF files and save a compressed copy of the file
- Send final newsletter PDF file to MVA webmaster to post on the first day of the month

General Information:

Staff Photographer – Paul Kraemer, pkraemer@tampabay.rr.com, (727) 535-5827

DropBox address: <https://www.dropbox.com/home/MVA/MVA%20Photos>

MVA Webmaster: Heath Panganiban, Heath@rizotech.com,

