



4145 BRANCH CENTER ROAD, SACRAMENTO, CA 95827-3823
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NEWSLETTER EDITOR JOB DESCRIPTION

TIME COMMITMENT: 10 hours a month (January-June, August-November)

RESPONSIBLE TO: 4-H Program Representative

RESPONSIBLE FOR: Content and layout of monthly e-newsletter sent to 4-H membership.

QUALIFICATIONS:

- Computer software knowledge (Microsoft Word, Excel, Publisher)
- Ability to navigate the internet and to hyperlink information into a Word document
- Computer and internet access
- Good organization skills
- Ability to write clearly and concisely
- Ability to work with a timeline and meet deadlines
- Ability to work as part of a team

SPECIFIC TASKS:

- Meet with 4-H Program Representative to discuss newsletter layout and methods to improve layout, content, and delivery of newsletter
- Collect incoming articles from 4-H project leaders, community organizations, State 4-H Office, and County 4-H Office
- Edit articles for relevance, content, length, and spelling
- Organize articles into newsletter template
- Modify newsletter headings (as appropriate)
- Complete newsletter in accordance to timeline
- Email newsletter to Program Representative for final approval and distribution

BENEFITS:

- Journalism and editing experience
- Opportunity to build leadership, decision-making and planning skills.
- Volunteer service credit
- Looks great on college and job applications