

## **NEWSLETTER COORDINATOR**

**Centrepoint is looking for a volunteer to be our Newsletter Coordinator.** This role is a key member of the Communications Team. Its primary responsibility is to oversee the production of Centrepoint's "Horizon" newsletter.

### ***What will you do? These will be some of your duties:***

- With the Communications Coordinator agree the Horizon production schedule, content and style guidelines
- Take editorial decisions about content, formatting, style and layout
- Work closely with the Layout Designer, Copy Editor, Photo Editor and Advertising & Privileges Programme Manager to ensure a professional and attractive newsletter which balances the needs of Centrepoint members with the needs to engage with the wider community and to include relevant advertising for revenue generation
- Develop a network of content contributors to ensure a diversity of content is delivered
- Write the Editorial column and other content as required
- Lead the monthly Newsletter Team Meetings to agree newsletter content and discuss any production issues
- Attend Communications Team Meetings

### ***What are the skills recommended for this position?***

- Excellent communication skills, including a good command of the English language
- Good organisation and planning skills with attention to detail
- Editing experience desirable but not essential
- Basic IT skills. Note. No experience needed of desk top publishing software

**To find out more** please email [volunteers@centrepoint.ch](mailto:volunteers@centrepoint.ch)