



Volunteer Role: Snippets Editor

***a Communications Team member**

Overview

The Society's monthly newsletter, Snippets, is a vital communication tool for the organisation and the Snippets Editor plays a key role in enabling effective communication with our members.

As a QFHS volunteer, we would ask you to perform the following tasks:

Specific tasks:

- Plan publication schedule and advertise deadlines for material submission
- Gather material (including images) and edit in line with the Snippets editorial policy
- Write an introduction to each issue
- Maintain the main audience list in MailChimp
- Respond to and action feedback or requests from readers
- Participate in meetings of the Communications team to plan and implement the Society's Communications Plan (currently in development)
- Extract data and prepare occasional reports for Management Committee (probably quarterly)

Qualities:

- Attention to detail and effective problem-solving.
- Some knowledge/interest in layout and design
- Flexibility, ability to work both independently and in a team setting and use initiative.

Skills:

- Some technical confidence and competence
- High level skills in written and verbal communication

Desirable:

- An interest in keeping the format fresh and attractive would be an advantage.

Time Commitment: 8-10 hours per issue, 11 issues per year. The role could be shared between two volunteers.

Reports to/ first contact: Communications Team Coordinator (this will be a Management Committee member)

Location: online.

Benefits:

You will be contributing to a key communication of the Society which keeps all members informed of current events. You will enjoy the membership of a team of dedicated and enthusiastic Society members.

How to apply:

Express your interest in this position by emailing: volunteering@qfhs.org.au. Please include 'Snippets editor' in the subject line.

***Communications Team description** is available on QFHS website at <http://tinyurl.com/3ats966y>