

## **Volunteer Position Job Description**

**Position Title:** Seniors Column Writer

**Work Location:** Your home

**Purpose of the Position:** Writing a short seniors column 4-5 times/year, you will enable SWESA to access free space in all SW Edmonton community league newsletters to tell seniors about SWESA programs

**Responsibilities and duties:**

- For each column, write one paragraph of your own choosing and then import the latest information about programs/events from the SWESA website and other items sent to you from your SWESA point person.
- Receive 2-3 emailed photos to accompany the column.
- Submit column to MAC Chair or designate for brief content check.
- Submit the column & photos by email to each of the community newsletter editors according to their schedule of deadlines.
- Attend some MAC Committee meetings

**Notes:** Currently SWESA submits to two newsletters. SWESA expects to expand this to all community league newsletters in southwest Edmonton.

**Reports to:** MAC Chair, Ellen Frombach or designate on committee.

**Qualifications:** Ability to write clearly, basic computer skills (e.g., able to read and create word documents, work on email) and an interest in SWESA. Any background in the following would be wonderful but is not necessary: newsletters, writing.

**Commitment:** Approximately 2-4 hours/month.

**Training:** An orientation will be provided. As a member of the MAC Committee, you will have the full support of the committee.

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