

vets beyond borders

Position Type	Member/ Donor Newsletter Editor
Duration	12 Months
Responsible to	VBB Communications Sub-Committee and VBB Board
Main Role	Producing the quarterly PDF members newsletter
Key Task, Duties and Responsibilities	<ol style="list-style-type: none"> 1. Producing the quarterly PDF members newsletter 2. Managing and/ or produce newsletters and/ or campaigns for target markets members and donors 3. maintain relationships with content sources including programme directors.
Time Commitment	Average time commitment: 1 day - per 3 months , ongoing collection of content an hour a fortnight
Equipment Needed	Access to a computer and internet
Skills or experience required	<ol style="list-style-type: none"> 1. Financial member of VBB 2. experience with web content editing, graphic design, html, css and experience using e-newsletter software 3. experience doing newsletters for organisations, experience editing and writing content, 4. an interest in and understanding of vbb activities
Apply to	Please email your application letter and resume to volunteerpositions@vetsbeyondborders.org .