



JOB: Newsletter/Kid Speak/Librarian

TEAM: Communications

LAST UPDATED/CHANGED: April 2019

JOB DESCRIPTION:

The Newsletter Editor is responsible for producing the monthly school newsletter, including the Kid Speak feature, and maintaining the school library.

JOB DUTIES:

- Collect information for newsletter: monthly Director/President letters, calendar dates, school information, etc.
- Solicit newsletter information from parent body.
- Write additional text for the newsletter as needed
- Coordinate 'Kid Speak' - create *Kid Speak* questions (or ask the director), and obtain volunteers from each class to ask questions of the children and report the answers back to you.
- Create newsletter layout using software of choice.
- Send digital copy to Communications Chair for posting to the Website (if applicable).
- Maintain hardcopy archive of newsletter.
- Maintain NVNS lending library at the direction of school Director– add lending cards to new books, remind parents to return books, etc

JOB REQUIREMENTS:

- Attend all Parent Meetings.
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.
- Computer access and proficiency.
- Basic writing and editing skills required.

- Print and copy newsletter for distribution. You may request a FedEx Kinko's card to utilize NVNS's account or print copies at a location of your choice (with comparable pricing) and submit your receipt to the treasurer for reimbursement.

General Duties

Produce a monthly newsletter for our school community.

Every issue should include a letter from the Director for Page 1 of the Newsletter. You may also receive other information about upcoming events at school and in the community from the director or NVNS families. Parents may also choose to submit advertising, recipes, or other items of interest to include in the newsletter.

Parent Meetings:

Stand up at each Parent Meeting to provide the membership with the upcoming Newsletter deadline. The Newsletter is due in cubbies for the Wednesday evening Parent Meeting.