



Newsletter Editor

Position Description

POSITION:	Newsletter Editor
REPORTING TO:	Relevant Region, District or Unit Leader
DATE:	July 2010
TIME COMMITMENT:	Flexible (as required)

BACKGROUND

Guides South Australia is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 140 countries. This progressive, non-political voluntary organization helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organizational leadership at all levels is provided by skilled, open-minded women.

DUTIES

- To develop and desktop publish the Unit, District or Region newsletter.

KEY SELECTION CRITERIA

- Highly developed organisational and communication skills.
- Previous desktop publishing experience would be an advantage.
- Strong team player and a commitment to collaborative working approaches.
- Sound interpersonal and liaison skills.
- Excellent administrative, co-ordination and organisational skills
- Demonstrated understanding of all administrative functions and equipment usage.