



Newsletter Editor

Sooke Region Food CHI is seeking a person to create and deliver the Society's online newsletter to membership (bi-monthly or as needed).

Position Type:	Volunteer Position
Location:	Sooke BC
Term:	one year
Time Commitment:	Approximately 1-2 hours per month
Reports to:	Sooke Region Food CHI Board member

Skills & Experience

- Previous experience in creating written content and production of electronic newsletters
- High comfort level with Mailchimp program functions or similar email service providers
- Ability to work independently and in a team environment
- Strong writing and research skills, including editing and proofreading

Deliverables and Duties:

- Create engaging written content for Food CHI newsletter platform
- Determine frequency of newsletter, perhaps bi-monthly
- Troubleshoot the email service provider links and other performance issues to ensure dependability
- Solicit news or stories from program coordinators and Board members to create content
- Ensure a consistent tone and language throughout the Food CHI newsletter
- Review the e-newsletter statistics, monitor analytics
- Send newsletter analytics report to Food CHI Board quarterly
- Update membership coordinator with any requests from members to be removed from list

Measures of Success:

Demonstrated connection between Food CHI and its members and potential members

Benefits & Recognition

- Contribute to the success of the Sooke Region Food CHI Society
- Utilize and build on your communication and creative writing skills in a fun team environment
- Meet and work with like-minded people with a passion for food knowledge transfer

Is this for you? Please submit a letter of interest identifying your experience. Send to admin@foodchi.ca

Questions? Email info@sookefoodchi.ca or call Anita at 250-642-5777 after 6pm.