

Position: Newsletter Editor

- A National Lutheran Secretariat (NLS) Executive Board (EB) appointed position with no fixed length of service. The position will be reviewed annually and continued only by mutual consent of the current appointee and the President with Executive Committee (EC) approval.
- Serves without compensation.
- Accountable to National Lutheran Secretariat EC through the Executive Director.

Purpose:

The Newsletter Editor is a responsible servant of Jesus Christ, who wishes to glorify God by developing a newsletter designed to inform and connect the NLS Board and the greater VdC community.

Essential Functions and Responsibilities:

1. Pray regularly for the members of the NLS Board and the NLS affiliated secretariats.
2. Be an active member of a renewal group
3. During the Annual Gathering, work with the Host Committee Communications Team to prepare a daily newsletter.
4. Prepare the NLS newsletter at least quarterly -- to publish what is going on in the communities and keep member secretariats informed.
5. Each July, establish and publish a calendar of authored articles for the newsletter and the assignment of each Board Member and Regional Coordinator.
6. Work with Web Master to publish an email blast of the most current newsletter issue, post on Facebook and post on the NLS web site.
7. Maintain an accurate and timely manual for this position including a timeline of responsibilities.
8. Provide an annual report of activities to the VPA for inclusion in the Annual Gathering binder no later than June 1 of each year

Other Duties:

As assigned by the NLS President

Supervisory Responsibilities:

Oversee and work with the Host Committee's Communication Team to produce a daily newsletter at the Annual Gathering.

Knowledge, Skills, and Related Gifts:

- Writing skills and grammar usage.
- Computer skills and understanding of various soft wares to accommodate newsletter creation.
- Able to work long, and possibly late, hours as needed, to publish the daily newsletter at the Annual Gathering.
- Must work well with others - perhaps often in a teaching capacity.

Fiscal Responsibility:

Appointee will submit appropriate travel and meeting expense reports/receipts to the NLS Treasurer in a timely manner, and will also be responsible for a laptop provided by NLS for creating the daily newsletters at the Annual Gathering.

Extent of Public Contact:

Except for working with the Host Committee at the National Via de Cristo Gathering, contact is made through the Conexiones and emails soliciting information for publication.

Physical Demands:

Attend Mid-Year Meeting as requested. Long hours and late hours are possible at the Annual Gathering.

Working Conditions/Environment:

This position requires ongoing flexibility; especially when working with the Host Committee.