

SCOUTS CANADA -- Voyageur Council

Assistant Deputy Council Commissioner (ADCC) -- Newsletter

Summary

We are looking for an individual to help manage the digital publication of our revitalized Voyageur newsletter, the "Voyageur Trail Guide". This individual would be responsible for working with the DCC MarComm to compile, edit, format, and digitally publish the Trail Guide once every quarter (four times a year) to align with the program seasons. This individual would also have the opportunity to work with Scouters to craft interest articles and to promote events/achievements within the Council. There is also the possibility of interviewing Scouters or community members.

Accountable to

Deputy Council Commissioner -- Marketing and Communications

Time required

15-20 hours per month (more in newsletter publication months)

Scope of the position

The ADCC -- Newsletter would facilitate the quarterly publication of our Council newsletter, including: soliciting articles and information, collecting and compiling articles, writing articles based on ideas from Scouters, editing submitted articles, sourcing images to associate with articles, and assisting with formatting of these items. Working with the DCC MarComm, the ADCC will also contribute to layout decisions and upload and distribute the newsletter digitally.

RESPONSIBILITIES

In order to be successful, the ADCC Newsletter will need to have a basic understanding of layout, content generation and collection, and editing/formatting. A basic understanding of Adobe InDesign and/or Photoshop would also be helpful, but is not required. The position may also involve some work with email distribution systems and basic web design/access, though some training in these regards can be provided. Other responsibilities may include:

- Delivering progress updates to members of the Council Marketing and Communications team;
- Undertaking a review of content provided by Scouters and editing such content to fit within guidelines and formatting appropriate for the newsletter;
- Working with other team members to complete newsletters in a timely fashion;
- Compiling important information from National emails (and other relevant information from other sources) for inclusion in the newsletter;
- Writing articles based on generated ideas/provided ideas and information;
- Maintaining a collection of article ideas, content, and relevant images and sourcing new material from appropriate sources as necessary;
- Communicating with the CLT and staff to generate new ideas/articles; and
- Working with Area and Group Leadership Teams to ensure best practices and good new stories can be shared across the Council through the newsletter format.

We are open to discussing possible amendments to this position description with the right candidate(s). This role would be a great fit for someone who also wants to learn about MarComm and grow with their role, so if that sounds like you or someone you know (including senior youth), please apply!

INTERESTED?

If this sounds like a position you may be interested in, please submit your CV and a cover letter to:

Nicolas DesRoches, Deputy Council Commissioner -- MarComm
nicolas.desroches@scouts.ca

Please also address any questions to the above email. This position call will be open until April 8, 2017.

