

NATIVE FUTURE

Thank you for your interest in volunteering with Native Future. The life-blood of Native Future is our corps of volunteers doing what they love. Together, we have educated hundreds of indigenous students and helped our indigenous partners protect hundreds of thousands of acres of rainforest.

Since 2004, more than 30 volunteers have contributed to the Native Future mission. Some volunteers have been with us from the start running the organization and its programs. Others join us for shorter-term assignments; helping move the baton ahead or taking it across the finish line. We believe many hands make for a light load. Here's one way you can help us meet our mission and contribute to a sustainable future for our indigenous partners.

Position: Newsletter Editor

Position type: medium-term (2 years)

Native Future puts out a bi-annual hardcopy newsletter to approximately 500 people. We're looking for someone to help us put it together and get it mailed out. Do you have experience producing and editing interesting and attractive newsletters? We need you!

The Newsletter Editor's primary responsibility is to produce a bi-annual 4-6-page newsletter that meets Native Future's communications goals and objectives.

Scope of work

The Newsletter Editor will work closely with the Communications Coordinator, Graphic Designer and program staff to edit and produce Native Future's bi-annual newsletter (spring and fall).

Tasks

The Newsletter Editor is asked to help Native Future in the following ways:

- Review existing documents and media about Native Future mission, goals, strategies and programs to thoroughly familiarize yourself with our organization.
- Periodically meet with the Communications Coordinator and Communications Team to identify newsletter content and contributors and develop a work plan.
- Coordinate with Native Future program staff to generate newsletter content.
- Put together and edit a spring and fall newsletter with the Graphics Designer.
- Coordinate with printer for publication.
- Help Communications Coordinator assess effectiveness of newsletters.

Products

The Newsletter Editor will produce the following products:

- A spring and fall newsletter (4- 6 pages)

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Additional considerations:

- We're a remote team, dispersed around the country and the world. You'll need to be comfortable working independently and remotely by online platforms (e.g. Skype) and telephone.
- You'll be a member of a team of committed volunteers who work within the time commitments they can give; patience - and follow-up - are a virtue!
- Do you read/write Spanish? It's not a requirement, but let us know if you do!

Estimated Time Commitment – 33 hours spring and fall quarters.

Illustrative activities

Start- up (month 1): 3 - 4 hours

- Review Native Future media, materials and plans. – 2 - 3 hours.
- Introductory meeting with Executive Director, Communications Coordinator, Communications Team and Program Coordinators. – 1 hour.

Newsletter production (spring/fall quarters): 33 hours

- Quarterly meetings with communications team – 1 hour
- Newsletter content coordination, editing, production and printing – 32 hours

Because this is twice-a-year activity (spring and fall), we are looking for at least a 2-year commitment to publishing at least 4 editions of the newsletter. Native Future's Communications Coordinator will work with you on the work plan and timeframe.

Want to help? We'd like to meet you! Send us a message and your resume to native.future.contact@gmail.com. (Position open until filled.) Thank you!