



**Portage Public Library
Volunteer Job Description
Friends Newsletter Assistant**

General Purpose: To assist in the creation of an attractive, informative and professional newsletter that encourages participation and membership for the Friends.

Duties: Volunteer would assist Friends Secretary by using artistic resourcefulness to help in layout of articles in an attractive and efficient way, to support the library and the Friends and ultimately stimulate action by the public and the Friends' membership. Skills using publishing software/programs with clean, artistic qualities for layout of articles. Expository writing abilities are key.

Time Required: Newsletters are written quarterly. Generally requires two hours per newsletter for layout of dissemination of articles. May require two more hours to assist in preparing paper copies to mail out.

Training Required: Training will include working with the Friends Secretary to collect, prioritize, edit and schedule deadlines for articles and maintain consistent instruction for writing, printing and distributing the newsletter.

Travel Required: None required.

Supervisor: Friends Secretary

6/24/2020