



## Newsletter Editor

<b>Job title</b>	<b>Newsletter Editor</b>
<b>Reports to</b>	<b>Vice President of the Board</b>

### Company Summary

The Greyhound Health Initiative (GHI) is a nonprofit based in the USA with an international mission to improve the health and wellbeing of sighthounds through education, research and accessibility to proper diagnosis and treatment. Sighthounds have unusual physiological and pharmacological characteristics that require special veterinary knowledge to properly diagnose. It is uniquely focused on identifying those idiosyncrasies and educating the public, owners, trainers, adopters and veterinarians alike. GHI was founded out of love for these hounds and a curiosity about why they are not like other dogs. The physical location of the incumbent is not an issue as our team works 100% remotely.

### Job Summary

The Newsletter Editor is responsible for soliciting materials to be published, editing content and obtaining approval of the author for changes made, determining the features of the newsletter, setting and enforcing deadlines, making a final determination about what will be published in an issue, coordinating frequency of publication (not less than quarterly), and overseeing all operations of the newsletter. The incumbent will be responsible for establishing guidelines for authors and contributors. In some cases, particular issues of the newsletter may have themes that are advertised well in advance to encourage authors to write particular sorts of pieces.

The Newsletter Editor position is an unpaid, volunteer position with an expected availability of approximately 5 hours per month with some evening availability for conference.

### Duties and Responsibilities

- Responsible for ensuring newsletter content is accurate and up to date on the website <https://www.greyhoundhealthinitiative.org/>
- Contribute to GHI Management Committee assignments as needed outside the scope of newsletter editor duties.
- Solicit information and materials from GHI members and veterinary professionals for the newsletter.
- Provide a draft version of the newsletter to the Board of Directors and Management Committee prior to publication.
- Coordinate the distribution of the newsletter with the Vice President and Manager, Membership Development and Programs.
- Publish a minimum of a fall, winter, spring and summer newsletter.
- Coordinate the review and approval of all medical content by Executive Director in advance of publication.

- Adhere to deadlines for the newsletter as assigned by the Board of Directors and Management Committee.
- Produce “publication ready” material using appropriate software that allows for the inclusion of text, charts, photographs, numerical data and other visual graphic elements
- Depending on the nature of a particular newsletter, the Newsletter Editor may write and edit text, create graphics to accompany text, convert photographs and drawings into digital images and then manipulate those images, design page layouts, create proposals.

**Relationships**

The incumbent will have to work with the following:

- GHI Board of Directors and Management Committee.
- GHI Executive Director in coordinating the final version of the newsletter for distribution.
- Work with the Board of Directors in the editing of the newsletter.

**Qualifications**

- Able to work remotely, to accomplish goals with little daily supervision.
- Able to work as part of a team.
- Be highly organized.
- Have expert level desktop computer operating skills
- Have expert level knowledge of Adobe Pro or other desktop publishing software and have access to it.
- Knowledge of MailChimp
- Have a basic understanding of the sighthound community and its needs in terms of newsletter content.

Please email resumes to: [info@greyhoundhealthinitiative.org](mailto:info@greyhoundhealthinitiative.org) and include “Newsletter Editor” in the subject.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed/updated:</b>	

Last edited 11/25/2019