**PRSPS Job Description - Newsletter Editor**

**Job Title: Newsletter Editor** 11/2014

**Reports to:** Secretary **Rank:** Lieutenant

**Responsibilities:**

The Newsletter Editor(s) are responsible for publishing the Squadron's monthly newsletter (except for the months of July and August). The task involves collecting and editing the Bridge, Member, and Committee member articles sent by e-mail and formatting them for the Newsletter using Microsoft Publisher or other suitable electronic publishing software. Photographs of Squadron events are also provided electronically via CD and are sized and composed for the PILOT. Previous publishing skills are desirable, but are not required.

Input for the PILOT is due by the 15th of the month preceding the publication date and is generally required to be at the printers in electronic format (Adobe PDF file) by the 22nd in order to be published in a timely manner. The printer contacts the Newsletter Circulation (mailing) Officer when the newsletters have been printed and are ready to be mailed. The newsletter is then mailed by the Newsletter Circulation (mailing) Officer.