



Richmond Knob Hill

Richmond Knob Hill  
Community Association  
2433 26 Ave SW  
Calgary, AB T2T 5Y5

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Are you an editor looking for a volunteer opportunity? The Richmond Knob Hill Community Association is looking for a new Editor of the community newsletter.

Come join a fantastic group of people that work towards making our community a place to have fun - to think big –to call home!

The following role description outlines the skills wanted to act as the RKHCA newsletter editor, a position that offers the opportunity to gain new personal growth skills;

What is needed: The ability to organize and work with our newsletter design company to produce the regular community newsletters.

Responsibilities:

- Edit the monthly newsletter by coordinating articles and the editorial layout.
- Work with volunteers, city, and community experts to obtain quality articles that are relevant to our community. Much of the newsletter content can gathered and edited from these resources.

Skills: Writing, editing, layout, and communication skills. Ability to see task through completion. Strong proofreading skills, attention to detail, Knowledge of Microsoft Office Programs preferred. Access to own computer is ideal.

Time Commitment: The newsletter is produced on a monthly basis. 5-6 hours a month on a relatively consistent schedule.

Benefits: Give back to your community - Gain experience & skills working in developing newsletters that promote the RKHCA organization.

If you are interested in learning more feel free to contact  
<mailto:info@richmondknobhill.ca>

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