



OPEN POSITIONS ON THE 2017-2019 DOCENT COUNCIL COMMUNICATIONS & EDUCATION COMMITTEE

Please review these volunteer job postings for the docent council term beginning July 1, 2017. If you are interested, we invite you to contact the lead docent listed. You can also find more contextual information for these positions in the Program section of the docent website. Please understand that your application does not guarantee you will be appointed to this position.

Thank you for your interest!

Position	Description	Skills Required	Lead Docent
Assistant Newsletter Editor	Assists the editor with production of the docent newsletter on an occasional basis. As back up editor, would assist when editor is on vacation or not available. Gathers news items from docent body; edits copy into required format, inputs copy into Mailchimp software. Coordinate sending out newsletter. Assist in maintenance of docent mailing lists. All work may be done from home at your own computer. No meetings, other than initial training.	Copy editing skills; computer skills. Mailchimp is easy to learn and to use. It's fun! Availability: Assistant should be available to edit the newsletter perhaps once a month or every other month to maintain skills.	Alfred Escoffier alfred.escoffier@gmail.com
iPad Committee Coordinator	Coordinates iPad training program and activities of committee members: training workshops, 1:1 training, Kapsul development. Attend Education committee meetings.	Leadership Communications iPad skills Follow up and attention to detail	Tricia Hagey thagey@att.net