



WASH Rotary Action Group Operations Team – Newsletter Lead

The WASH Rotary Action Group is a vibrant and growing organization with some 1,500 members across 80+ countries. Our work is widely recognized as making valuable contributions to the WASH Sector, both within and outside of Rotary. This Action Group is supported by a small and effective volunteer Operations Team, several sub-teams, and an Executive Secretary.

One of our most rapidly growing areas is Communications & Marketing. Lisa Talley has recently taken on the role of Team Lead in this area. With a great background in social media Lisa is opening exciting new doors for us.

Our most significant and well-known communications tool is our Newsletter. For the last five years an energetic, enthusiastic and innovative team – Ian Rumbles and Terri Black – has moved the newsletter into exciting new areas – including producing editions in languages other than English.

Ian and Terri are starting a new adventure in retirement and we must, regretfully, find someone to take their place. Please take a look at the following summary of the position. If you think you have the necessary skillset and a role in Rotary's leading Action Group appeals to you, please contact us!

What's involved

Producing a monthly newsletter focusing on Rotary's WASH activities, that's distributed to our mailing list of some 1500 members and 48,500 contacts.

The newsletter editor obtains story leads from numerous sources, including the WASH Rotary Action Group's Operations Team and Board of Directors. Stories from Rotary clubs around the world are a welcome source of interest to our readers. Monitoring Rotary and WASH related organizations' communications for relevant items is always productive.

The editor will use the Constant Contact software to format the newsletter and will ensure that our standard templates and formats are used appropriately. When necessary, the editor will liaise with the Operations Team to ensure information distributed is timely and accurate.

A recent innovation has been the translation of the English newsletter into French. This has been a very welcome addition to our services and we are now hoping to translate into other languages.

The editor will work closely with the Marketing & Communications Team leader to build stories, ensure consistent, interesting content and schedule stories in a timely manner.

Specific background and experience:

- A passion for WASH.
 - Excellent communications skills.
 - Good grammar and spelling.
 - Experience in writing and producing newsletters, preferably for Rotary and/or WASH related organizations.
 - Knowledge and experience in the use of social media.
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