

IAC E-newsletter Coordinator

Role Title:	IAC E-newsletter Coordinator
IAC Organisation Overview:	IAC Vision: “A world where counselling is available to all”. IAC is an international non-governmental association with charitable status. IAC advances the development of counselling, in order to improve people’s lives and well-being. We connect counsellors worldwide so that they can share information and participate in international Practice, Education, Advocacy, Policy and Research counselling projects.
Responsible to:	IAC Executive Council
Reporting and Liaison	Reporting: Once a year to the EC Liaison: Regular contact with the CEO and Officer Group
Purpose of role:	Coordinating the collation, design, publication and email distribution of the IAC E-newsletter four times a year.
Description of tasks:	<ul style="list-style-type: none"> • Plan each E-newsletter (e.g. calendar management, content direction and article sourcing). • Collect and compile information for the E-newsletter from members, committees, national associations, education institutes, roundtables, journals, other areas of interest. • Collect articles information, photos, news etc.. from contributors. • Write short non-technical articles if required. • Edit and format the final document (e.g. on a desktop publishing system like Microsoft Office Publisher or Power-point). • Organise mail-out to members in co-operation with CEO.
Skills and Qualifications:	<ul style="list-style-type: none"> • Excellent written communication skills. • Experience of publications would be an advantage. • Good computer skills including use of MS Publisher or similar programme. • Experience of PR/Marketing would be an advantage. • Ability to work on own initiative and as part of a team. • Willingness to learn new skills.
Time Commitment:	Approximately 1 hour per week on main tasks
Training and Support:	The CEO and Officer Group will be available to assist and support the person in this evolving role.
Benefit/Appreciation:	This is a great opportunity to contribute to the work of IAC. Grateful recognition and acknowledgement will be given to the role holder on the IAC website.