

IAC E-newsletter Assistant

Role Title:	IAC E-newsletter Assistant
Purpose of role:	To assist the IAC E-newsletter coordinator in the collation, design, publication and email distribution of the IAC E-newsletter four times a year.
Responsible to:	IAC E-newsletter coordinator
Description of tasks:	<ul style="list-style-type: none"> • Help 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. • Suggesting content, or changes, to improve the E-newsletter. • Assist in the editing and formatting the final document (e.g. on a desktop publishing system like Microsoft Office Publisher or Power-point).
Skills and Qualifications:	<ul style="list-style-type: none"> • Good written communication skills. • Experience of newsletters/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 E-newsletter Coordinator will be available to assist and support the person in this 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.

Type of Volunteering: E-Volunteering (aka Online/Virtual/Digital/Cyber volunteering) is volunteering off-site through the Internet and by using your personal (e.g. home, college) computer/electronic device. E-volunteering is as helpful and impactful to IAC as traditional volunteering. No matter where you live in the world, you can support IAC projects. The

volunteer role descriptions (above) are currently available to those interested in the development of counselling worldwide and/or gaining some work experience in the field.

All volunteers work 'virtually' i.e. from their own country and computing base (e.g. home computer/personal device). Work times are completely flexible. Volunteers will receive an induction, supervision, recognition and support from IAC (more details in each role description). Volunteers are asked for a minimum commitment of one year's service (of between 6-8 hours per month). Volunteers must be aged over 18. Join the Global Counselling Movement

Thank You

N.Kelly – September 2019