

## IAC E-newsletter Coordinator

<b>Role Title:</b>	<b>IAC E-newsletter Coordinator</b>
<b>IAC Organisation Overview:</b>	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.
<b>Responsible to:</b>	IAC Executive Council
<b>Reporting and Liaison</b>	<b>Reporting:</b> Once a year to the EC  <b>Liaison:</b> Regular contact with the CEO and Officer Group
<b>Purpose of role:</b>	Coordinating the collation, design, publication and email distribution of the IAC E-newsletter four times a year.
<b>Description of tasks:</b>	<ul style="list-style-type: none"> <li>• Plan each E-newsletter (e.g. calendar management, content direction and article sourcing).</li> <li>• Collect and compile information for the E-newsletter from members, committees, national associations, education institutes, roundtables, journals, other areas of interest.</li> <li>• Collect articles information, photos, news etc.. from contributors.</li> <li>• Write of short non-technical articles if required.</li> <li>• Edit and format the final document (e.g. on a desktop publishing system like Microsoft Office Publisher or Power-point).</li> <li>• Organise mail-out to members in co-operation with CEO.</li> </ul>
<b>Skills and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Excellent written communication skills.</li> <li>• Experience of publications would be an advantage.</li> <li>• Good computer skills including use of MS Publisher or similar programme.</li> <li>• Experience of PR/Marketing would be an advantage.</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Willingness to learn new skills.</li> </ul>
<b>Time Commitment:</b>	Approximately 1 hour per week on main tasks
<b>Training and Support:</b>	The CEO and Officer Group will be available to assist and support the person in this evolving role.
<b>Benefit/Appreciation:</b>	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.