

Purpose of Job:

To uphold the mission and vision of DONA International. To oversee and coordinate all DONA International publications and materials, ensuring their accuracy, appropriateness, alignment with DONA style and branding guide, grammatical correctness and aesthetic pleasantness.

Duties/Major Areas of Responsibility:*Chair:*

Production and publication of the *International Doula*, DONA International's quarterly publication for its membership, the *eDoula* newsletter, DONA International's monthly e-mail newsletter for its membership, and the *DONA Doula Chronicles* blog.

Oversee and maintain the production and publication of all DONA International publications, including but not limited to, brochures, position papers, display advertisements, the web site and any and all other outgoing documents and publications so that they reflect current and consistent information and policy.

Review, edit and approve the publication and/or distribution of DONA International documents and materials distributed by the Certification Committee, Education Committee, Public Relations Committee, Conference Committee, Advocacy Committee and any such other outgoing documents and publications so that they reflect current and consistent information and policy.

Review and approve any stipends paid to volunteer translators and contractors before forwarding to Executive Director.

Committee:

The Publications Review Committee, which evaluates all DONA International publications, including but not limited to, the *International Doula*, the *eDoula* Newsletter the web site, and all other outgoing documents and publications which contain DONA International's name and or logo. Standing members include the President, President-Elect, Director of Education, *International Doula* Managing Editor and *eDoula* Newsletter Editor and Blog Manager. Additional members as required.

Responsible to:

Members
Board of Directors

Required Qualifications:

- Member
- DONA certified doula in good standing
- Experience, knowledge, training and facilitation skills in the areas of birth equity, cultural diversity, cultural awareness, and/or cultural humility is strongly preferred
- Excellent writing and editing capabilities
- Excellent organization and communication skills
- Efficient computer skills, including desktop and internet publishing
- Knowledge of publication market framework
- Knowledge of issues or concerns to doulas
- Ability to manage volunteers
- Good people skills
- Phone, e-mail and internet capability

Duration of Term:

One (1) three (3) year term

Time Needed (Per Week):

3-5 hours, dependent upon projects and deadlines

Application Procedure:

1. A resume' or curriculum vitae
2. A one (1) page letter of intent, which covers the applicant's goals for the position, demonstrates a working knowledge of the time commitment and responsibilities of the position; expresses a desire to serve DONA International and explains why the applicant is the right person for the position
3. Reference phone and email contact information for three (3) people who can attest to the applicant's qualifications
4. List of your doula community involvement, connections and contact information
5. Disclosure of any potential conflicts of interest should be made with application
6. Signed Confidentiality/Non-Disclosure Agreement

E-mail Completed Application Packet to:

applyforleadership@DONA.org

DONA@DONA.org