

Newsletter Committee Position

Purpose:

To gather and create content for DONA International Eblast newsletters.

Duties/Major Areas of Responsibility:

- Gather the information provided by Director of Communications and Board of Directors to be communicated via email newsletter
- Organize the information into weekly newsletters to DONA International's target member audiences (aspiring DONA certified doulas, DONA certified doulas, DONA trainers, and the general public)
- Bring newsletters to Director of Communications and Board of Directors for approval and sending
- Ensure all DONA documents are in alignment with the DONA brand (fonts, color, logos, etc)
- Bringing forward recommendations and ideas for improvement to the Director of Communications
- Executing tasks as approved by the board, director, and approved in the annual goals
- Providing feedback as requested by DONA leadership or staff
- Collaborating to improve systems within the committee area of interest

Qualifications:

- Current DONA International member
- DONA certified doula in good standing for one full certification period
- Excellent organization and communication skills
- Excellent editing capabilities
- Excellent attention to detail
- Phone, email and Internet capability

Time Needed (per month):

Five (5) to ten (10) hours

Duration of Appointment:

Two (2) years, which is renewable

Responsible to:

Director of Communications
Board of Directors

APPLY

