



Volunteer Job Description NEWSLETTER WRITER

DESCRIPTION OF PROJECT: Canopy's newsletter is published twice a year, typically in summer and winter. The newsletter is mailed or emailed to some 3,000 homes in the Mid-Peninsula.

VOLUNTEER RESPONSIBILITIES: Newsletter writers write articles on topics related to trees, urban forestry or Canopy activities. Topics may be suggested by Canopy staff and board members or by volunteers.

SUPPORT PLAN: All articles written by volunteers are submitted to Canopy's Communications Manager and Executive Director for review. Canopy staff members are also available to help generate ideas or provide data if necessary.

TIME COMMITMENT: The amount of time spent on an article varies by the length of the article and by the volunteer's work preferences. Deadlines must be strictly observed.

QUALIFICATIONS NEEDED: Strong writing and research skills, ability to meet deadlines and work independently as well as part of team.

BENEFITS: All Canopy volunteers are invited to Canopy's Annual Party, receive the Canopy's newsletter and receive credit in Canopy's Annual Report.

Canopy Contact: info@canopy.org