eAdvisor Editor
Job Description

Newsletter Editor (s)
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PURPOSE - Input, edit and publish the Addison eAdvisor newsletter in ParentSquare
WHO - role *currently shared by 2 editors - can be more, can be as few as one*
Frequency - weekly, throughout the school year with the exceptions of breaks during the school year.

Process - This role uses ParentSquare with an easy to use online newsletter template, **This is an established process, easy to step in to - newsletter template/format in place, publishing deadlines mapped out etc.**

Details -

- Editor Checks Advisor email box for article submissions, follow up w/ content owners to confirm receipt and planned publication etc.
- Prompts/reminds PTA pres. Or Principal for weekly article as necessary.
- Reviews/edits copy for typos, accuracy and relevancy. No writing required.
- Populates calendar items into newsletter
- Circulates draft with VP of Comms and other reviewers (i.e additional editors, Pres, Principal)
- Maintains CA PTA newsletter guidelines - i.e. no for profit promotions, no political articles.
- Publish final newsletter on timely basis - (i.e. Sunday evening 4 pm). Publication is pre-set to automatically trigger on Sun eve.
- Reach out to PTA volunteers or school community to submit news, as needed or desired. (i.e. Volunteers needed, event coming up)

Ideal Volunteer for Lead- *someone who is organized, deadline oriented, yet flexible, accountable to established communication guidelines & policy.*
(i.e. Soccer Club tryouts appear under community events, not the lead article)