



Part-Time Newsletter Editor – Activities Coordination Support

Overview:

Castle Rock Senior Center (CRSC) is a non-profit community and activity center for area seniors (50+ years) who are “Loving Life in the Second Half.” With more than 140 activities a month, our 1000+ members anxiously await each newsletter to see what to sign up for, from “Bucket List trips” to restaurants to privately arranged tours of special places. Our newsletter editor has a vital role in bringing these activities to life for our members. We’re seeking someone who has design experience in Microsoft Publisher (our organization does not use InDesign), is skilled at promotional writing, and has a strong eye for details. This is an on-site part-time position, Monday-Thursday, 5 hours a day (9:00-2:00 preferred, but can be flexible).

Essential Duties and Responsibilities:

1. Communicate and coordinate with all contributors to the newsletter, determining in advance what needs to be published each month and making sure all materials are received by publishing deadlines.
2. Using Microsoft Publisher, design and write the monthly newsletter, on a timely schedule in order to have newsletter out to the public well in advance of Sign-Up Day.
3. Coordinate proofing of newsletter by volunteers and staff.
4. Prepare the newsletter for publishing (uploading to publisher will be handled by Assistant Director).
5. Pull maps for previously attended venues for transportation coordinator.
6. Collaborate with Transportation Coordinator on off-site activities driver/vehicle needs.
7. Prepare the calendars for the activity meetings.
8. Keep CRSC Activities Book up-to-date with information and maps about all off-site and on-site programs.
9. Keep Trip Books and Restaurant Books, along with their spreadsheets, updated.
10. Collaborate with Trip Hosts, Activities Chairperson, and Assistant Director on details for each event, making sure that all details are arranged, paperwork completed, payments made, etc. This position will be the CRSC liaison with the various venues.
11. Book outside tickets, reservations and entertainment for events and activities.
12. Help with on-site activities and events.
13. Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.
14. Be able to respond to members and the public about senior services.
15. Other duties as assigned.

General Office:

- Provide office support services in order to ensure efficiency and effectiveness within the Center.
- Receive, direct and relay telephone messages and fax messages.
- Assist with the activities, services and other sign up programs. This will include verifying payments, maintaining waitlists and handling cancellations.
- Handle and process purchases and money transactions. Be responsible for using the credit card machine and keying into the cash register.
- Send/receive faxes.

Possible Additional Duties Which May Be Assigned at a Later Date if Time Allows

1. Keep official calendar for the Center up-to-date, coordinating scheduling with trip planners, facilitators and staff.
2. Attend the activity planning meetings to assist with planning.
3. Research and organize new activities or programs, in collaboration Assistant Director, as needed.
4. Learn the newsletter mailing process and be the back-up staff member for mailing

5. Design and regularly update the Center's televised information platform.
6. Update Center's website with current newsletter, calendar and events.
7. Photograph events, activities and people, maintaining photo files.

Skills, experience and training:

1. Must have design and newsletter layout experience in Microsoft Publisher.
2. Must have excellent grammar and demonstrated writing abilities.
3. Must have a working knowledge and skills in Microsoft Office computer programs and usage.
4. Must have experience with multi-line telephone systems.
5. Must have a valid Colorado Driver's License and acceptable driving record.
6. Two or more year's previous experience working in an office environment.
7. Must have a strong working knowledge of standard office equipment and applications.
8. Prefer prior experience and understanding of volunteer programs and/or non-profit organizations.

Physical Requirements:

1. Ability to lift a burden of 25 lbs. or less.
2. Ability to participate in routine conversation in person or via phone or hand held radio and distinguish signals including alarms, emergency whistles, equipment malfunction signals and similar alerts.
3. Ability to visibly distinguish circumstances, situations, written material and other details within the environment at distance both near and far.
4. Mobility to move to and from points within and without of the Senior Center.

Other Requirements:

1. Ability to interact with general public and members of the organization.
2. Ability to work well with other staff in dealing with unexpected situations and challenges.
3. Ability to adapt to an ever-changing environment.
4. Ability to remember processes and procedures for dealing with competitive situations and challenges.
5. Problem solving skills helpful in responding to unanticipated circumstances and challenges
6. Ability to read and understand materials and compare information or instructions in written form.

Compensation:

\$12-\$16 per hour, DOE – no benefits

How to Apply:

If you share our passion for seniors, and want to be part of this committed and collaborative team, we invite you to join us in this key role. Please apply by submitting resume and cover letter to: CRSC@crgov.com or by mailing to Executive Director - 2323 Woodlands Blvd, Castle Rock, CO 80104. **No phone calls please.** CRSC is an Equal Opportunity/Affirmative Action Employer. Applications will be taken until August 25, 2017.