

## **Print Media Manager**

### **Job Description**

Educating the public about the Friends of Sleeping Bear Dunes, our mission, our projects, and opportunities to help us is critical to our success. The Print Media Manager produces the annual newsletter, regular e-mail blasts, rack cards, brochures, and press releases.

The duties of the Print Media Manager include:

- Work with the board of directors to identify and prioritize stories and messages to be communicated to the public.
- Work with project managers and program coordinators to publicize their projects and needs for volunteers or funding.
- Work with Fund Development to support fundraising campaigns.
- Publish the annual Newsletter and work with the Fund Development Director to distribute the Newsletter to members.
- Work with our graphic design contractor to develop or edit rack cards and brochures describing the Friends or specific projects.
- Produce press releases to promote Friends projects.

### **Required Experience**

Communication skills  
Writing and editing skills  
Internet skills  
MS Office skills

### **Required Training**

Training will be done by Friends of Sleeping Bear Dunes

### **Time Commitment**

Approximately 12 hours per week.