

CCMC Newsletter Coordinator Position

The Canadian Christian Meditation Community is looking for a Newsletter Coordinator. The newsletter is published quarterly. (basically end of March, June, September and December)The following is a description of the process.

All the material (which includes articles, photos, details of current events) is sent to the Newsletter Coordinator who collates all the material for each issue.

The Coordinator then edits all submissions and decides on the lead story for each issue. Once the material is edited and in good order, the Coordinator is responsible for sending all content along with a brief description of the details of the issue to the graphic artist. The graphic artist then lays it all out and sends a draft issue back to the Coordinator.

The Coordinator then closely reads through the draft issue to again edit and check for typos. Once this is done, if the Coordinator is satisfied with the result (i.e. has no further suggestions or changes for the graphic artist), the draft of the newsletter is then sent off to members of the Editorial Team who each go through it, looking for typos again and making any other suggestions or changes they feel are necessary.

All feedback from the Editorial Team is then collated by the Coordinator and sent off to the graphic artist for final revisions. When final approval is given by the Coordinator to the graphic artist, the Coordinator will send a digital copy to the webmaster and social media team. The issue will then be published.

It is recommended that the Newsletter Coordinator attends the CCMC Council meetings to stay current with events and to encourage regional leaders to send in submissions.

The current Newsletter Coordinator is willing to co-edit one issue with the incoming Coordinator so they can get a sense of what is involved in the overall process and will also be available for consultation and support after the completion of the co-edited issue. The Newsletter Coordinator position is a very rewarding experience.