



Pennsylvania Alliance of  
Retirement Community Residents

## **JOB DESCRIPTION**

### **Title: PARCR Newsletter Editor**

**Description:** The position reports to and interfaces with the PARCR Board and PARCR Operations Director. It supports the PARCR Vision and Mission of providing an educational and informational environment for the organization's members, who reside in Continuing Care Retirement Communities in Pennsylvania.

**Election and Term of Office:** The person filling this position shall be elected by the Board for a one-year term but may continue in this position indefinitely until resignation, retirement, death or termination by the Board.

### **Specific Responsibilities:**

- \*Gather and format informational articles for newsletter
- \*Prepare four (4) newsletters (July-October-January-April) per PARCR fiscal year which are distributed to members and posted on the PARCR Website
- \*Attend PARCR Board meetings, quarterly meetings, and any other meetings deemed necessary to maintain a thorough knowledge of the organization's activities and business
- \*Compose and format a cover letter to accompany the distribution of each quarterly newsletter

### **Qualifications:**

- \*Knowledge/proficiency in desktop publishing software, design, newsletter layout (Currently Microsoft Publisher and Microsoft Word)
- \*Knowledge of Adobe Acrobat software file creation and edit
- \*Effective written communication skills
- \*Ability to schedule and maintain deadlines for timely publication and distribution of newsletter
- \*Can pay attention to detail and has a passion for accuracy