



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

eThreads Editor Job Description

Date: 2023/08

Next review date: 2025/08

Type: Assistant

Reports to: Communications Director

Term: Two years to be extended in two-year increments upon Board invitation but this can be extended as this is not an elected position

Function

- To accurately and attractively provide information to EAC/ACB members using the monthly e-newsletter, *eThreads*
- To promote EAC/ACB and chapter membership, events and activities

Time Commitment

- Two to four hours a month receiving and preparing information for e-newsletter
- One to three hours a month for collaboration with team members Additional time as necessary to respond to correspondence, etc.

Duties

- Prepare monthly e-newsletter, all months except December
- Solicit/research materials of interest to EAC/ACB members
- Collaborate with communications teammates
- Respond to requests in a timely manner
- Inform Communications Director about opportunities, issues and problems

Final year of term:

- Work with new assistant to tutor position for a smooth transition

Meetings to Attend

- Communications team meetings

Skills Required

- Ability to learn and use technology
- Knowledge of copyright
- Team player and the ability to work independently
- Excellent communication skills, tact, diplomacy
- Interest in needlework
- Organized, detail-oriented individual
- Strong writing and communication skills
- Flexibility, a strong customer service attitude, thoroughness
- Ability to see projects through to completion
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Skills Developed

- Interpersonal skills working as part of an integrated team
- Improved writing; photo editing; and marketing skills
- Understanding of messaging for various media
- Enhanced communication skills
- Detailed knowledge of the operation of EAC/ACB

eThreads Editor Timeline

Ongoing

- Regularly update communications team
- Respond to requests for publicity and proactively promote EAC/ACB and chapter membership, events and activities
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As Requested

- Prepare a written report on activities