



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 the Communications Director about opportunities, issues and problems
- During the final year of the term, work with the new *eThreads* editor to tutor the 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

## 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 the 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