



**Visually Impaired Preschool Services
Parent Newsletter (VISability) Coordinator
Job Description**

Job Title: Newsletter Coordinator

Reports To: Executive Director & Director of Education

FLSA Status: Non-exempt – Part-time

Supervise: None

Position Summary: Visually Impaired Preschool Services (VIPS) is seeking a creative and detail-oriented individual to join our team as a Newsletter Coordinator. In this role, you will be responsible for curating and editing content for VIPS quarterly parent newsletter, ensuring the newsletters are engaging, informative, and visually appealing. The ideal candidate will have a keen eye for design, excellent editing skills, and the ability to transform complex information into reader-friendly content.

Essential Duties & Responsibilities:

Content Curation:

- Source and curate relevant content for inclusion in newsletters.
- Collaborate with various departments to gather information and updates.

Editing:

- Review and edit content for clarity, coherence, and adherence to brand voice.
- Ensure accuracy in grammar, punctuation, and style.

Layout Design:

- Design visually appealing layouts for newsletter using graphic design software.
- Incorporate engaging visuals, images, and other multimedia elements.

Brand Consistency:

- Ensure newsletters align with VIPS brand guidelines.
- Maintain a consistent and cohesive visual identity across all newsletters.

Deadline Management:

- Manage and adhere to tight deadlines for newsletter production.
- Coordinate with relevant team members to gather content in a timely manner.

Feedback Integration:

- Collaborate with leadership and team members to incorporate feedback and suggestions.
- Collaborate on designs and layouts based on input from team members.

Quality Assurance:

- Conduct thorough reviews of final drafts to catch any errors or issues.
- Ensure the overall quality and professionalism of the newsletter.
- Ensure that newsletters are accessible.

Special Projects:

- Other duties may be assigned.

**Skills Needed:**

- Strong writing and editorial skills with an emphasis on attention to detail.
- Excellent time management and organizational abilities; work independently.
- Creative mindset with a passion for visual storytelling.
- Ability to communicate effectively.
- Proficient with PC or Mac OS, GSuite apps, email, word processing, graphic design software (e.g., Adobe Creative Suite, InDesign, and Acrobat) and/or willing to get training.

Education and/or Experience:

College Degree is preferred. Experience in writing is required.

Experience with layout design preferred. An equivalent combination of education and experience

Other Qualifications:

Knowledge of or background in visual impairment is desirable.

Physical Demands:

Sitting or standing at desk working on laptop.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This position has the potential to be hybrid.

Eligible Benefits PART TIME:

- Family First culture
- PTO accrued per hours worked
- Flexible hours
- 403b Retirement savings plan, including employer contribution and match #
- Wellness Benefit/Fitness facility stipend
- Employee Assistance Programs (EAP)
- Professional Dues & Fees
- Tuition Assistance
- Mileage and expense reimbursement

If participating (contributing) and work 1,000 hours or more a year