
NS/PEI The Tartan Newsletter Editor(s) – VOLUNTEER POSITION(S) AVAILABLE

Purpose

The Editor(s) of the NS/PEI Branch Newsletter (The Tartan) will play a key role in creation and publishing semi-annual newsletters. The CIPHI NS/PEI Branch Executive Council (BEC) is looking for a committee of volunteers. The purpose of this committee is to work together to develop the NS/PEI Branch Newsletter. The newsletter will be released at least two times per year to CIPHI NS/PEI Branch members and aims to educate, promote and advocate the work of public health inspection professionals across Nova Scotia and Prince Edward Island.

Term(s):

- 1 year with possibility of renewal
- Editor(s) can submit for Professional Development Hours for their time

Time Commitment:

- The Branch Editor(s) will be required to provide updates to the Branch Executive Council upon request
- Time required for planning and reviewing newsletter content and drafting editions may vary per newsletter edition
- Attend and be actively involved during Editors' meetings
- Provide Editor's message as content of the newsletter

Roles and Responsibilities

Editor(s) are expected to possess strong and concise communication skills, which include writing, proofreading and editing in English. It is recommended that all interested person(s) obtain employer support to volunteer for this position prior to submitting their application and expression of interest. All applicants must maintain Branch membership.

Reporting to the Executive NS/PEI Branch, key responsibilities will include but are not limited to:

- Planning content of public health interest
- Reviewing and editing submissions
- Liaising with partners to ensure the successful completion and distribution of The Tartan
- Collaborate with Branch Executive on newsletter content
- Organize layout of each issue
- Liaise with contact persons/potential content contributors to the newsletter
- Create articles through research and/or current events
- Submit final draft of each issue to BEC for comment
- Receive feedback from readers and make appropriate changes as necessary

- Setting deadlines for article and context submission and communicating those deadlines to those interested in submitting articles and the membership
- Create standard template, outlining the ongoing articles that will be part of the newsletter and the responsibility for submission (President's, Councilors' Reports, Student/CBU Connection etc.)
- Seek sponsors through advertising in the newsletter

Qualifications and Key Attributes

- Must have a valid Certificate in Public Health Inspection (Canada) and a member of the CIPHI NS/PEI Branch or have a current Student Membership while attending an institute approved by the Board of Certification
- Strong organizational and research skills
- Ability to clearly communicate through verbal and written means
- Ability to work outside regular business hours
- Proficient in Microsoft Word

Interested applicants are encouraged to send a letter expressing their interest and applicable experience to ciphi.nspei@gmail.com by November 3, 2019 11:59pm AST.

