

Role Title - Electric Fencepost Writer

Job Purpose: Write and edit Kiwiburn's weekly newsletter

Key Responsibilities:

- Research and collate stories of interest sourced from various online channels
- Source imagery to illustrate stories where possible and appropriate
- Upload stories to the website News section.

Working Relationships:

- Communications Facilitator
- Facilitators and Team Leads.

Time Commitment:

- *Year round:* 1-2 hours a week
- *On site:* 5 hours – produce one special edition on the Paddock (on Tuesday) together with Communications Facilitator.

Necessary Qualities, Knowledge and Experience:

- Good writing and editing skills
- Regular internet access
- Responsive to email communications
- Reliability
- Good understanding of Kiwiburn and worldwide Burner culture.

Desirable Qualities, Knowledge and Experience:

- Familiarity with Wordpress back end
- Familiarity with MailChimp
- Familiarity with Google Suite
- Motivated and organised
- Good eye for selecting images.

Revision date - February 2019