

## **DA FOCUS Publisher**

### **Project Contributor for the GSB Communications & Technology Committee**

The GSB Communications and Technology Committee (CommTech) seeks a volunteer to “publish” the biannual **DA FOCUS** Newsletter.

#### **Work Overview**

- Collection of content for “DA Focus” according to a theme decided by the General Service Board (GSB).
- Layout of “DA Focus” as a newsletter in Constant Contact (a mass emailing program).
- Uploading publications to the D.A. website.
- Keep a Database of Assignment of Rights in published works. Updating and making sure the D. A. Office has a backup copy.
- Meet with the GSB CommTech Committee as needed to solve/take on tasks.

#### **Communication Skills:**

- Demonstrate outstanding communication and relationship management skills - operate with tact, diplomacy, and integrity.
- Anticipatory, proactive, and responsive – thinks ahead and plans accordingly with minimal guidance.
- Strong work ethic and team player – trustworthy, capable, and reliable.
- Ability to work to deadlines and reach out to people for content.

#### **Specific Skills required:**

- Advanced knowledge of English grammar and willingness to follow the D.A. Style Guide.
- Competency in MS Office 365 and Google Workspace.

**For more information on what it means to be a PC:** [Project Contributor 2023.pdf](#)

**To apply for this position:** [PC Application Form](#)