

Lebanon Township is looking for a Newsletter editor to continue our quarterly publication in the current format and feel of a local Community based newsletter. Current newsletter is 16 pages.

Expected Publication dates: March 1st, June 1st, September 1st December 1st

Newsletter editor responsibilities.

Provide their own publishing software to create newsletter

Send reminder email for content to regular contributors and advertisers

Collect advertiser payments, track and maintain database of payments (some pay quarterly, others pay up front for the entire year)

Scan and upload any hard copy advertisements (i.e. business cards)

Review and edit contributor submissions, format images and allocate print space for text, photos, and illustrations according to space parameters

Request address database from Tax Assessor; remove duplicate entries in database; forward database to printer

Submit completed Newsletter to Township Clerk for review

Submit completed newsletter to printer for printing and mailing

Submit completed newsletter to webmaster for posting on Township website

Submit voucher to the Treasurer for postage payment to be sent to the printer

Submit advertising payments to the Treasurer

Submit voucher with bill from printer to the Treasurer for payment

Ensure deadlines are met and newsletter is sent to printer in a timely manner

Requested Proposal pricing from applicant

Provide per quarter pricing for 16 page newsletter

Provide per page pricing for additional pages required over 16