

FOUR MARKS NEWS

Assistant Editor needed

Enjoyed Reading This Magazine? - Looking For A New Interest?

The Four Marks News team is looking for an Assistant Editor to help the Editor with administrative work connected with production of this popular monthly magazine.

The aim is that the Assistant Editor will become the main link with contributors, sending out reminders, receiving responses, acknowledging them, and preparing the production schedule. In time there will be the opportunity to work with our desk-top publishing software and prepare some of the pages appearing in Four Marks News.

The work can be done at home at times to suit other commitments, with the production schedule being finalised by the middle of the month. The Assistant Editor will be part of the management team, which meets monthly, and as part of the team will work with other members to ensure that all jobs are covered each month.

The job is unpaid voluntary work on behalf of the community. It will probably appeal to somebody who has recently retired; who is looking for a new interest and who wants to get more involved in village activities. If you have a home computer, are already able to use email, word-processing software and the Internet, and are interested in broadening your computer skills then this could be just the opportunity you are looking for. To find out more please call The Editor for an informal chat without commitment on 01420

563929.