



Volunteer Newsletter Chair

(Volunteer Department)

The Georgia Festival of Trees is looking for a dedicated and creative Volunteer Newsletter Coordinator to join our team.

This individual will be responsible for developing and maintaining an engaging monthly newsletter to keep our valuable volunteers well-informed, connected, and excited about the festival and the cause it supports.

Key Responsibilities:

- **Content Creation:** Working with the Executive Team and Volunteer Directors, write and curate content that resonates with our volunteers, that can include articles, interviews, spotlights, event highlights, and more. Content should be relevant, enlightening, and aimed at building a sense of community among volunteers.
- **Engagement Enhancement:** Craft each edition with the goal of not just informing, but also energizing and motivating the volunteers. Encourage ongoing involvement with interactive segments, motivational stories, or volunteer testimonials.
- **Information Dissemination:** Include necessary festival updates, scheduling changes, training opportunities, and other pertinent announcements in a timely and clear manner.
- **Feedback Incorporation:** Be proactive in seeking out feedback from volunteers about the newsletter content, layout, and utility. Use insights to continually improve future newsletters.

Qualifications & Skills:

- **Excellent Writing Skills:** Strong writing, editing, and proofreading skills with exceptional attention to detail.
- **Creative:** Ability to create compelling and original content that caters to a diverse group.
- **Communication Skills:** Excellent communication and interpersonal skills, ability to solicit and integrate feedback.
- **Independent Worker:** Adept at working independently and managing projects from conception to delivery.
- **Tech Savvy:** Proficient in newsletter design with experience in email marketing platform would be great, but not required.
- **Team Player:** Willing to lend a hand with event set-up and tear-down, showing dedication to all aspects of the festival's success.

Application Process:

Interested candidates are encouraged to reach out to us at volunteers@gafestivaloftrees.org to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



Festival Schedule:

WEDNESDAY, NOV 20 - FRIDAY, NOV 22:

- SET-UP/DECORATING DAYS

FRIDAY, NOV 22:

- FIRST NIGHT CELEBRATION GALA

SATURDAY, NOV 23 - SUNDAY, DEC 1:

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

