

**Quaker Voice Editor –
Help us provide a Quaker Voice in the Washington State Legislature**

Quaker Voice on Washington Public Policy is looking for an editor, to focus on improving the quality and consistency of selected Quaker Voice communications. The Editor would work with Washington Quakers to help fulfill our mission - *"Bringing a Quaker voice, guided by testimonies and spiritual devotion, to the formation of public policy in Washington state"*.

Under direction from the Board, the editor would be expected to

- Prepare communications about Quaker Lobby Day and the information for participants.
- Gather, format, and maintain the list of priority bills; post that list on quakervoicewa.org; update it as the priorities shift; update legislative status weekly.
- Gather information sheets on bills on the priority bill list from the working groups, format them, edit them for consistency, and post them on quakervoicewa.org.
- Compose and send Action Alerts following the weekly meetings of the working group clerks and legislative advocates during the legislative session;
- Suggest and implement ways of making working group presentations more consistent on the website.

Many of these tasks can be undertaken on a flexible schedule, but there are some hard deadlines and bursts of intense activity.

We seek a person with good writing skills and some experience developing similar written material. This individual should have the ability to work with many different groups, and in the manner of Quakers, to listen carefully and respectfully to others. Ability to learn simple Wordpress and Action Network skills will be needed.

The editor would bill hourly for their work at \$35 per hour, up to a total of \$3500. The arrangement will be evaluated annually before the end of the Quaker Voice fiscal year for continuation into the next year.

The chair of the Search Committee, Susan Cozzens, is available to answer questions about the position; contact her at info@quakervoicewa.org to schedule a time to talk. To apply, please submit a writing sample and a letter of interest describing relevant background to info@quakervoicewa.org with "Application for Editor" in the email title. Review of applications will begin November 17 and continue until the position is filled.

For more information on Quaker Voice, see our website: <http://www.quakervoicewa.org/>.