

Location: NHCA office, Vivo, and various locations within the Northern Hills

Reporting to: Editor of the Northern Hills News

Number of positions: 2-3 available spots

Time commitment: 2-3 hours/week

Training/Resources: Prior the initial volunteering shifts NHCA will provide training in order to get familiar with editorial requirements



What's in it for you?

- Learn how to monitor and format newsletter articles
- Become part of friendly and dedicated editorial team
- Learn new skills (handling Excel spreadsheets, file organization, etc.)
- Gain newsletter management and team work experience

What's involved?

- Monitoring upcoming article submissions
- Sending submission reminders to NHCA committees and contributors
- Search for externally sourced articles pertinent to the Northern Hills community
- Organizing submitted articles and tracking spreadsheet
- Assist in editing articles and proofreading

This role will suit people who...

- Enjoy writing and editing articles
- Want to enhance writing and organizational skills
- Are committed and reliable

About the NHCA's Northern Hills News (NHN)

NHN has been an official community newsletter for many year, which is keep bringing community news to the residents of the Northern Hills, which includes 5 neighbourhoods, Panorama Hills, Coventry Hills, Country Hills Village, Country Hills, and Harvest Hills. NHN brings most up to date news on community events, programs, and services provided by the Northern Hills Community Association, the City of Calgary, and other non-profit organization partnerships. In addition, the newsletter covers updates from the elected representatives, City Councilors, MLA, and MP Calgary Nose Hill.

Such initiative as NHN won't be possible without our active residents and volunteers. NHN is a community asset which is always growing and developing; therefore, we need more passionate residents, just like you!

To Apply

Please contact Editor (editor@northernhills.ab.ca) and/or Engagement Coordinator (engage@northernhills.ab.ca).