GRAPHIC DESIGNER

Job Expectations

- Provide Graphics for web site, Facebook and newsletters
- Invitation to join monthly NCWG meeting (optional)
- Regular meetings with platform coordinators for design requests and brainstorming
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Time Commitment

- Variable depending on individual project demands, 10 hours a month at most (including meetings), likely decreasing over time.

Skills Required

- Photoshop or equivalent image editing capabilities
- An eye for aesthetics and creative suggestions
- Html/CSS are preferred but not necessary
- Basic understanding of online intellectual property: Able to find properly licensed images and photos, either via searching for freely licensed content online or via access to stock photo services (e.g. Shutterstock, etc.)

EDITOR OF THE NATIONAL NEWSLETTERS/BULLETINS.

Job Expectations

a. Publish four newsletters/year. Newsletters include the following:
b. A message from the President and/or General Council,
c. A reflection from our National EA,
d. A poem from our CLC poet laurate, Sandy Mudge,
e. Regional reports from the four regional reps on General Council, plus other regional news as appropriate,
f. Reports from our National Working Groups, including the Circle of Elders
g. Links to appropriate news, prayers, reflections and videos.
h. Publish a number of bulletins each year on specific events, actions, or news related to CLC Canada, including requests from General Council and National/Regional Working Groups, and World CLC.
i. You will become a member of the National Communications Working Group, and commit to monthly meetings (September – June)
j. The present editor will work with the new editor to help the latter navigate Constant Contact, which is the online program used for our newsletters/bulletins and acquire the skills listed below.

Skills required:

1. Navigation of Constant Contact.
2. Ability to
    a. upload documents (in various formats), videos and photos, to the Constant Contact online library,
    b. format and edit (typos and the occasional grammar mistake) submissions with photos, various fonts etc.,
    c. supply links to submissions on the "front page" of the newsletter or bulletin from the online CC library,
    d. upload links to outside resources.
3. Email, several weeks beforehand, those CLC members who will contribute to the coming newsletter/bulletin.

Time commitment: variable

FACEBOOK EDITOR

Role and Goal

- Make use of the online materials to promote CLC charism and Ignatian Spirituality to others;
- Explore useful~~ness~~ materials and resources to nourish and strength our faith and spiritual life;
- Advocate God's world view, Church's value and CLC's initiations to members and others;
- Connect members, communication, exchange of ideas and sense of community;
- Engage younger population through social media, and spread God's kingdom to them.

Tasks

- Browse and edit materials for Facebook post (1 post each day, can be flexible)
- If any piece of the material touched and inspired you, feel free to share and post in the Facebook, it will surely touch and inspire others too.
- Follow FB pages of Church, congregations, faith organizations, humanity organizations and re-post relevant information to CLC Facebook
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- Monitor and answer FB inbox messages and post's comments
- Help CLC GC to post and promote National and Regional initiations and activities
- Respond to Facebook messages and requests.

Time Commitment: Variable and self-determined. If you like browsing, online reading and social media, you will definitely enjoy the job. It will be an easy and enjoyable mission for you.

Skill and Quality Requires

- Knowledge and experience in using Facebook
- Sensitivity and openness of spiritual, social and humanity concerns in local, national and global level.
- Comfortable to communicate with people virtually.
- Basic and moderate computer literacy

Is it ME?

- If you felt the love of God, proclaim it, let more people to share his love;
- If you received the fruits of Ignatian Spirituality, share them, let more people can benefit from the Sp. Ex.;
- If you are proud of your CLC identity, promote it, let more people share the call to this prophetic apostolic community.