

Vanguard Editor Position

The Community Development Society (CDS) is seeking a qualified, proactive, and creative candidate for the volunteer position of Vanguard Editor, effective January 2021. The purpose of this position is to enhance CDS presence among community development practitioners, educators, and researchers worldwide!

Community Development Society: The Community Development Society (CDS) was founded in 1969 to create a national and international network of community development researchers, practitioners and policy makers with an interest in community development. CDS provides leadership to professionals and citizens across the spectrum of community development. Members have multiple opportunities to learn what's new in the profession, to exchange ideas, to obtain the most current research and reference information available and to share professional expertise.

Vanguard: The CDS Vanguard is a monthly (15th of each month) publication distributed to CDS members and nonmembers, including updates from the Board of Directors, organizational announcements, external resources for educators and practitioners, potential funding sources, and more. The Vanguard is currently distributed via Constant Contact, an online marketing company for mass communications.

Vanguard Editor Position: This professional position includes an estimated 10-hours/month, focusing on the effective and strategic publication and distribution of the CDS Vanguard. This position is remote and not dependent on location.

Position Description:

- Demonstrate effective, ongoing communication and collaboration with CDS members and leadership
- Work collectively with the CDS Communications Committee to provide strategic marketing and communications to enhance organizational membership and engagement of the Vanguard material
- Creatively develop the current Vanguard platform and distribution practices
- Develop content curation of regular features including grants, announcements, resources, Board member contributions, and special additions
- Engage in monthly communication with the CDS Chair to present effective and informative 'Chair Updates'
- Steward the historical documentation of all Vanguard publications on the CDS website and corresponding CDS Google Drive
- Work alongside CDS VP of Programs to ensure ongoing communication of the annual conference within Vanguard publication/distribution

Preferred Qualifications:

- Previous experience with marketing/communications
- Previous experience with use of Constant Contact or other communications platform/software

Qualified candidates will be trained on the platform use and development by the current Vanguard Editor. Questions? Please contact Lisa Gilchrist, CDS Board member and current editor, for more information at lisa.gilchrist@stonyplain.com