

## POSITION DESCRIPTION

### Freelance Writers for the BIRCoFWI Bulletin Virtual Volunteer Positions

#### POSITION IDENTIFICATION

<b>Title</b>	Freelance Writers - BIRCoFWI Bulletin Virtual Volunteer
<b>Functional Area</b>	Public Relations and Marketing
<b>Reports to</b>	Public Relations and Marketing Specialist
<b>Salary</b>	N/A – Volunteer Position
<b>Employment Status</b>	Flexible, Part Time Position

#### POSITION OBJECTIVE

- Serve as a contributor to the BIRCoFWI Bulletin – a free publication

#### SPECIFICS:

- Each submission must be within the following guidelines
  - Words: 550
  - Characters (no spaces): 2,800
  - Characters (with spaces): 3,365
  - Pages: 1
    - All exceptions must be approved by the Director of Public Relations and Marketing
- Each article must be related to recovery, support, brain injury and/or related/relevant topics
- **Required:** Your name, credentials (if applicable) and photo will be added to the page - no other individuals or advertising markers may appear in the photo
- One time submissions and continual contributions are accepted. Inclusion in the Bulletin is based on bulletin theme, space available, and printing deadlines
- Submissions are edited for size, grammar, punctuation, understandability, and appropriateness
- No submissions will be sold for profit and become the property of the BIRCoFWI for use with future publications as deemed appropriate by the organization
- Inclusion into the Bulletin is determined by the Director of Public Relations and Marketing and all decisions are final