

Publications Team: Managing Editor

WBFN issues several publications:

- A monthly newsletter **Mosaic** (provides a platform for members to share experiences and announce upcoming events of general interest to the WBFN community) and its online counterpart, **Mosaicplus**.
- A **Welcoming Kit**, a resource manual for newcomer WBG families to the Washington DC area, introducing them to WBG services, WBFN activities and other resources for settling in (Housing, Schooling, Health, Child Care, Emergencies, Career Resources, etc.)
- A manual called **Planning Makes a Difference** (an invaluable resource regarding WBG benefits and family finances, which helps prepare for unforeseen emergencies), manual for WBG spouses/partners living in the US to help them navigate the complexities of US laws and regulations as they apply to people on G4- visas and WBG benefits
- An **Annual Report** (which reflects the work of all our volunteers and their commitment in helping the WBG community.)
- Other publications such as the booklet to celebrate WBFN's 40th anniversary in 2012.

WBFN has a number of volunteer positions available **for each of these publications**. Volunteers may commit to working on one or more of the publications.

[See the boxes at the end of the job descriptions below for more about each publication]

Managing Editor:

Ensures appropriate content, design, layout and timely publication of the WBFN publications

Job description:

The Managing Editor for each of the publications has the main responsibility for timely publication, content, design and layout (see below for a description of tasks for each of the publications)

Skills set needed for each of the Managing Editorial jobs:

We need creative organizers/editors, who can handle large amounts of information, know how to lead a team (also of non-professional writers/volunteers) and who have good computer skills.

Knowledge of and experience with graphic programs, photo-shop, development of e-based information/dissemination etc. are more than welcome – or as a minimum you need to have an interest in obtaining new skills in these areas.

Managing editors – in particular of Mosaic – should possess good knowledge about the diversity (culturally, geographically, demography) of the WBFN member community.

Fluency (writing and speaking) in English is a must – in particular is it necessary that managing editors have good knowledge of English grammar.

Education:

No particular educational background required, but we welcome journalists, communication experts etc.

The main specifications related to each publication are:

MOSAIC

The most comprehensive publication is Mosaic. The Managing Editor coordinates the planning, researching, writing, designing and editing of the magazine. (S)He works with writers, interviewers, photographers, designers, layout and text-editors to produce a timely, interesting and useful issue each month.

Minimum 1 year commitment – 2 (3) full working days per week

Responsibilities:

- Lead the Mosaic Team (including writers, editorial assistants, copy editor, proofreaders), take charge of setting schedules and ensure timely publication
- Hold meetings with team members and the WBFN leadership to brainstorm, generate new ideas for, and plan the content for upcoming issue(s)
- Invite the submission of articles from various writers
- Hold periodic follow-up meetings to assess the progress of the issue in process
- Research facts and screen submitted manuscripts: together with other members of the team and in coordination with the WBFN leadership select, edit/revise articles, announcements, and cover with respect to accuracy, readability, appropriateness and space limitations (text, captions, and headings inclusive)
- Together with the WBFN leadership, check and ensure that WBFN's mission and goals are reflected and policies are maintained
- Send articles to copy editor, who reviews, corrects, and tweaks the articles to fit the Mosaic's style
- Work closely with the graphics team to collect and prepare photos and other graphics and ensure page layouts reflect WBFN's graphic styles
- Together with editorial assistants, answer letters to the editor
- Review page proofs

The Managing Editor of Mosaic may be invited to join the WBFN Executive Committee.

ANNUAL REPORT

The Managing Editor is in charge of soliciting the reports from the activity leaders and coordinating the work of the designer and layout assistants to produce a timely report.

Commitment May – September (full period), minimum 1 day per week

Responsibilities

- Discuss plan and design for report with WBFN leadership
- Ensure that the list of WBFN activity leaders who will be asked to contribute reports has been updated by the WBFN staff Assistant Editor
- Help WBFN President to design letter to contributors to solicit reports
- Work together with Assistant Editor to collect reports from contributors
- Check that Assistant Editor conducts a first edit of the reports to correct grammar and spelling and compiles them into uniform format in a Word document
- Edit the compiled Word document and give to layout team to place in InDesign
- Check InDesign draft for mistakes
- Ensure that InDesign final draft is sent to the printers
- Check printer's proofs

WELCOMING KIT

WBFN updates this publication annually to reflect changes in resources and information. The Managing Editor is in charge of coordinating the research, writing and designing to produce a timely update.

A minimum 1-month commitment is expected; the job requires about 2 days per week

Responsibilities

- Discuss plan and design for any revisions with WBFN leadership and Welcoming Team
- Ensure that information is correct/updated: research, interviews, solicitation of corrections from other parts of the Bank (e.g. Global Mobility, Benefits, Security); update as necessary

PLANNING MAKES A DIFFERENCE

WBFN periodically updates this publication to reflect changes in laws, regulations and resources. The Planning Makes a Difference Managing Editor is in charge of coordinating the researching, writing, designing, and editing to produce a timely update.

A minimum 3-months commitment is expected; the job requires about 2 days per week.

Responsibilities

- Discuss plan and design for any revisions with WBFN leadership and Welcoming Team
- Ensure that the information is correct through research, interviews, solicitation of corrections from other parts of the Bank (e.g. Global Mobility, Benefits, Security) and update as necessary

Ad hoc publications, e.g. the booklet to celebrate WBFN's 40th Anniversary in 2012

The Managing Editor is in charge of coordinating the planning, researching, writing, designing and editing of the publication.

The publication is already under production – commitment until end of March is expected

Responsibilities:

- Discuss plan and design for report with WBFN leadership and team
- Work with team to solicit information from contributors and researches
- Work with writers to compile information into uniform, easy to read text in one Word format document
- Edit and correct grammar and spelling, etc. of compiled Word document
- Give edited document to layout team to place in InDesign
- Check InDesign draft for mistakes
- Ensure that InDesign final draft is sent to the printers
- Check printer's proofs

WHAT YOU NEED TO KNOW ABOUT EACH PUBLICATION

MOSAIC

- 10 issue/per year (September – June), 32–36 pages per issue
- Published on the first of the month, with the exception of July and August
- Submission deadline for the printers: approximately 10th day of the previous month
- Two-hour team planning meetings once every two weeks
- Mosaic *Plus* is the e-based version of Mosaic – published 10 times a year based on the printed Mosaic, but in full color; occasionally with more photos and content
- WBFN is in the process of planning an e-book version of this publication.

ANNUAL REPORT

- 1 issue/per year (covers July 1st – June 30th), 110 pages
- Published by end of September
- Submission deadline for the printers: approximately 1st of September
- Meetings with WBFN Leadership and Text Editor as necessary
- WBFN is in the process of creating an e-book version of this publication.

WELCOMING KIT

- 1 issue/per year, or as necessary, 108-130 pages
- Usually done at beginning of new fiscal year July
- Submission deadline for the printers: none
- Meetings with WBFN Leadership and Welcoming Team as necessary
- WBFN is in the process of planning an e-book version of this publication.

PLANNING MAKES A DIFFERENCE

- Is updated as necessary, 85 pages
- Usually done every 3-5 years with updates as needed in between
- Submission deadline for the printers: none
- Meetings with WBFN Leadership and Welcoming Team as necessary
- WBFN is in the process of planning an e-book version of this publication.

AD HOC PUBLICATIONS (40th anniversary booklet and others)

- 1 publication, 110 pages
- Published by end of March 2012
- Submission deadline for the printers: approximately 1st of March
- Meetings with WBFN Leadership and Team once a week or as necessary
- WBFN wants to create e-book versions of publications

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