



mslexia

Volunteer With Us

During the year there are several opportunities to volunteer at Mslexia and help us encourage, nurture and empower women writers.

Volunteering with Mslexia is a valuable way to gain experience within the literary world. We offer our volunteers a three-month placement to coincide with the release of a *Mslexia* issue. This offers the opportunity to learn more about the publication process, acquire new skills, increase your confidence, improve your CV, and help women across the globe progress with their writing.

We value the contributions our volunteers make at Mslexia and are always looking for enthusiastic people with an interest in the craft of writing to join our team. Many Mslexia volunteers have progressed to paid employment in publishing and marketing roles across the country. So if you would like to get involved with Mslexia as a volunteer please read our Role Description and application process below.

Or if you'd like an informal chat about the programme, or more information, call us on 0191 204 8860 or email postbag@mslexia.co.uk

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Volunteering:

Reporting to: Administration Coordinator, Kay Hadden

- Placements are for **three months** to coincide with the release of the quarterly magazine: March/April/May, June/July/August, September/October November, December/January/February
- Days: one day a week (variable depending on availability)
- Usual Hours: 10am-4pm with a one-hour lunch break
- Placement location: Newcastle-upon-Tyne

Role description:

We try our best to give our volunteers a varied programme of tasks throughout their placement with Mslexia. These include:

- Various aspects of office administration
- Working with customer databases
- Research for the magazine and our monthly newsletter
- Project assistance (i.e. competitions, Mslexia Max)
- Copywriting
- Marketing assistance
- Proofreading
- Creating and posting content to our online member's area

All our tasks aim to provide volunteers with skills and experiences, as well as an understanding of the publishing industry and working in a busy office environment.

How to apply:

Please write a letter of application **ensuring** it includes the following information:

- any relevant experience
- why you're interested in volunteering at Mslexia and how it relates to your future ambitions
- what you would like to achieve during the placement
- the dates you would be available
- and don't forget to include a little bit about yourself! Any hobbies, interest, stories you've written, poetry slams you've been to...

Please email your application letter and a copy of your CV to kay@mslexia.co.uk

Recruitment takes place in February, May, August and November each year; candidates selected for an interview will be contacted during this time.