



Mailing List Editor

Location: Local or Remote

Time Duration: Temporary or Long Term

Job Description

Job Summary: Responsible for updating and keeping track of all activity regarding the mailing list.

List of key responsibilities

- Respond to any pending requests, such as held messages or subscription approvals.
- Respond to questions about the list's purpose and appropriate content
- Monitor the list for appropriate use.
- For mailing lists with one hundred subscribers or more, send at least annual reminders to subscribers which describe the list's purpose
- Should have experience with Yahoo! and Constant Contact
- Responsible for notifying all subscribers to any changes made to outgoing mail
- Must keep all subscribers information up to date.
- Responsible for keeping the mailing list up to date

ERACE

All colors with love and respect. Join us!

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