

Volunteer - Dunton Post

Description of work

The Arington Heights Historical Society publishes their newsletter quarterly throughout the year. We are seeking an individual who is interested in researching and writing a headline article for our Dunton Post. Interested individual will meet with the Society's Operations Manager to brainstorm and discuss potential topics and needed areas of support.

Job Responsibilities

- Meet with Society's Operational Manager to brainstorm and determine a relevant and interesting topic for the upcoming Dunton Post.
- Conduct research and interviews to produce an informational article. Articles typically range from 500- 1,000 words.
- Work with Operations Manager for publish and share the finished article.

Time Commitment

Based on research involvement.

Role this position will report to

Operations Manager