

APTA ASSOCIATE WRITER/EDITOR (part time position)

Duties of ASSOCIATE WRITER/EDITOR

1. Responsible for all writing needs of the website, including: tournament summaries; news items and articles; editing of submissions to the website; and Hot Off the Wires emails.
2. Coordinate/edit material submitted to Platform Tennis Magazine. In conjunction with the PTM Committee Chair and the Executive Director review suitability of articles. Some original writing may be required. The AWE would work with PPTA to ensure 15 new instructional articles a year are submitted on time or before.

Skill Set of ASSOCIATE WRITER/EDITOR

1. Writing, editing, proofreading
2. Knowledge of rules of grammar and punctuation
3. Ability to respond quickly and meet deadlines
4. Knowledge of platform tennis community
5. Excellent interpersonal skills
6. Sense of humor

Time Requirements

During the season (October through March), the position might require up to 15 hours a week. The website needs to be updated on a daily basis. January through March requires the greatest time commitment. The magazine is published five times a year in September, November, January, February and April. Off season hours would probably be less than 5 hours a month.

Compensation

\$20 per hour.

Please send resume to:

ann.sheedy@platformtennis.org

or to:

Ann Sheedy
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Pittsburgh, PA 15238