

The *CommuniQué* is looking for a part-time editor to join our team at Lake Kiowa. This person will serve as the editor for content and copy and will report to the Community Manager.

This person will edit copy for print and digital for a monthly publication. Content is garnered from the neighborhood, a small, gated community. Content includes news from a variety of clubs and ranges from golf tournaments, gardening, book clubs and fishing competitions to property-owner board meetings.

Duties include, but are not limited to:

- Working with a team to produce the news magazine;
- Taking the lead in editing and proofing processes as the publication is designed;
- Working with community clubs and organizations to refine their copy;
- Fact-checking and editing copy;
- Word processing;
- Working with Adobe Creative Suite applications;
- Preparing copy for publication.

Please send your resume to Charlie at charlie.foster@lkpoa.org