



VOLUNTEERING IS FUN!

DO YOU LIKE HISTORY?

DO YOU LIKE READING INTERESTING FACTS?

WOULD YOU LIKE TO HELP YOUR COMMUNITY BY WRITING ARTICLES FOR OUR LOCAL NEWSLETTER?

WE HAVE LOTS OF INFORMATION AVAILABLE FOR THE ARTICLES

WE JUST NEED SOMEONE WHO HAS AN INTEREST IN WRITING THEM

LOTS OF SUPPORT IS OFFERED

WORK FROM HOME OR COME IN AND ENJOY OUR FUN GROUP

BACKGROUND - Mundaring and Hills Historical Society commenced in 1997 and since then has been the Mundaring Shire's primary referral agency for all matters historical. We have an extensive archive and photographic data base and we own and manage the Mundaring District Museum.

We publish three newsletters per year which is distributed to our members and followers.

ROLE DESCRIPTION- Our Newsletter Editor is required to source and prepare content for our newsletters.

DESIRED SKILLS

1. Basic research skills, manual and online research required.
2. The ability to effectively communicate information and ideas in a written format.
3. Basic design skills – experience of using Microsoft Publisher or similar software is desirable however training can be given if necessary.
4. Willingness to work as part of a small team.
5. Enthusiastic and positive attitude would be an advantage.

This volunteer position can be used as a time filler for those with time on their hands or can also be an advantage for those seeking work. There is a definite benefit to putting volunteering on your CV. Experience is definitely required when applying for jobs these days. Volunteering in your area of expertise will fill this void and make you more attractive to a prospective employer.

Please contact: Office Manager
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