

Volunteer Position Description

Brain Injury Connection (BIC)

Position Title: Lead Editor, **BIC** Publication

Supervisor: Founder & Board Chair

Worksite:

The lead editor may work from their home, but meetings with **BIC** contributors, columnists and the medical and legal advisory boards should be arranged at accessible locations.

Importance of job to the organization/clients:

This is an opportunity to **educate** the public at-large via brain injury specialists, through personal stories from those affected by an acquired brain injury (ABI), and by **connecting** those affected by brain injury to resources the **BIC** writes about.

Time Frame:

We can offer a flexible schedule.

Position Summary:

The **BIC** publication's lead editor works closely with contributors, columnists and the medical and legal advisory boards in determining what material will appeal to **BIC's** target audience, including those affected by an ABI, medical providers who don't specialize in ABI and the general public at-large. Edits content for conciseness, spelling and grammatical errors, readability (legal and medical articles will be written in layman's terms), compliance with chosen style book, etc.

Major Responsibilities:

1. Assists the **BIC** Team with the writer's guidelines, agreements and other administrative tasks.
2. Brainstorms and develops ideas for upcoming issues of the **BIC** publication.
3. Responsible for the content of each issue of the **BIC** publication.
4. Reviews and edits the articles submitted to the **BIC** publication.
5. Manages the **BIC** publication deadlines.
6. Has the option to write a column and/or article(s) for the **BIC** publication.
7. In conjunction with the **BIC** Publication's medical and legal advisory board chairs, identifies, contacts and collaborates editorially with new and prospective writers.
8. Assists in developing and maintaining the publication's budget.
9. Assists in developing future paid Editor Job Descriptions when feasible.

Qualifications:

- Minimum of 2 years writing and editing experience.
- Excellent communication skills.
- Excellent command of the English language.
- Interest and ability in researching brain injury, disability, medical and legal issues.
- Ability to establish and maintain effective working relationships.
- Interest in working with people affected by acquired brain injuries and the professionals who help them in their recovery.

Training/Preparation:

1. 1/2 day to orient volunteers to the **BIC** organization; introduce to staff, board of directors, medical and legal advisory board and columnists.
2. Provide a packet of written information about the organization and reading materials to learn more about the challenges of living with a brain injury.

Benefits to Volunteer:

This an unpaid volunteer position with the potential becoming a paid Executive Editor/Editor-in-Chief. This volunteer position provides an opportunity to become familiar with brain injury and disability issues and to add experience to a resume.

Staff Contact: Deborah Palmer, **BIC's** Founder

Phone: 510.865.4953