



content cookie club

Job Descriptions for Members

Vision: To be the leading and most trusted source of information about early childhood in our community.

Goal: To help the Partnership tell the story of early care and education, and craft content that will connect families with young children to resources and information in our community to foster healthy, safe, and nurturing homes.

Strategy: We will achieve this by building a community of individuals who have demonstrated a talent for creative writing and pairing them with subject matter experts to write short stories about initiatives, programs, and events.

Role and Responsibilities of Members: Members will create compelling, engaging, and informative content based on assigned topics, which resonates with families. Subjects/topics will be provided to the committee writers. However, we welcome topic ideas. **Subject Matter Experts (SMEs)** should be utilized for trusted and accurate content. The Partnership will link the content writer with the SME as needed.

- Create 2-4 content pieces per year.
- Edit 2-4 content pieces per year.
- Attend meetings held (TBD) by the Partnership
- Research and writing will be done remotely.
- Submit their 2-4 content pieces electronically and by the mutually agreed-upon deadline.
- Final drafts are to be submitted electronically through the Partnership's website and are subject to editing for spelling, grammar, and content.
- Members agree with their original content, crafted specifically for the Partnership, becomes the property of the Partnership. Members may submit content they have written for other sources, and PFC will post giving proper credit.
- Members will **only** share the pieces by sharing the link from the Partnership's page or social media.
- Members will track their volunteer hours (to include research, writing time, and meeting attendance) on provided volunteer timesheet and submit monthly, as it applies, to volunteers@ccpfc.org. (ATTN: Daniele Malvesti)
- Create and have fun! We appreciate you joining the team to deepen our reach to families and help spread the word about the importance of early care and education through your talented skillset.