



REQUEST FOR PROPOSAL (RFP) "CONNECTION" EDITOR

Calpaca invites you to be considered as the Connection Editor for the *Calpaca Affiliate Newsletter/Magazine* from _____.

Please complete the following information and attach separate addendums as needed.

Name:

Address:

City, State and Zip

Phone:

Cell Phone:

Fax:

Email:

Please submit this form with the attachments to: _____

Submissions should be received by _____.

Budget

CALPACA has an annual budget for the quarterly production, printing, and mailing of the **Connection**. This budgeted item includes the compensation for the Connection Editor. The Connection Editor is expected to stay within the budget.

Position Overview

The Connection Editor is responsible for all jobs and tasks associated with the producing the **Connection** including design, content, printing, record keeping, and on-time delivery.

Requirements of the Position

The Connection Editor is responsible for:

1. The general layout and overall look and feel of the **Connection**
2. Soliciting for and editing content of articles and information in a timely manner

3. Reminding contributors of deadlines and submission requirements in a timely manner
4. Assisting contributors with their submissions
5. Creation of spreadsheets or other ways of tracking ad activity (what was ordered, what was paid, what was included in the **Connection**)
6. Maintaining the **Connection** bank account
7. Providing quarterly budget reports to the Calpaca BOD
8. Providing other reports as requested by the BOD
9. Ensuring the **Connection** is available (online or annual hard copy) to members before the quarterly meetings

Personal Requirements:

- Strong organizational skills
- Meets deadlines
- Ability to effectively work with people in order to complete designated tasks

Technical Requirements:

- Knowledge and demonstrated use of desktop publishing program(s)
- Ability to store and transmit graphics and documents
- Proficient in creating spreadsheets and reports

Experience and References

Submit a minimum of three examples of desktop publishing projects you have created. These can be brochures, ads, multi-page booklets, etc.

Compensation for serving as Connection Editor is \$500 per issue.

Selection of the Calpaca Connection Editor will be made by the Calpaca Board and will be relayed to submitters by_____.

Thank you for your interest.

Calpaca Board: