



National Staff Position: Assistant Editor Alumni Newsletter  
Reports to: Deputy Chief of Alumni Relations  
Communicates with: Chief of Philanthropy  
NHQ Department: Development

The Assistant Editor Alumni Newsletter will be responsible for assisting the Development staff in writing and publishing the monthly Alumni and Friends newsletter. They will provide ideas for content gathered from internal CAP articles and social media content as well as from external sources about CAP activities and Alumni. They will also recommend ideas and projects that further communications and strengthen alumni relationships in order to expand the impact of Civil Air Patrol.

Essential Functions:

- Monitor social media sites and public news sites to identify potential content for the monthly newsletter.
- Working with CAP Membership Team regarding members who have passed away and are included in the ‘Final Salute’ section to provide additional links for local obituaries and stories about deceased members.
- Support collection of “Alumni of the Month” spotlight material for future publication
- Support and edit information on various special projects such as February’s Valentine’s highlight of CAP Couples.
- Work with Chief of Philanthropy to identify, cultivate, and steward alumni group donors

Candidates must demonstrate ability to strategize, implement and build constituency programs through social media. Excellent written communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout Civil Air Patrol, and with alumni, other constituents and the public is required. Experience across multiple social media platforms. A background in public affairs and marketing is desired. High professional and ethical standards for handling confidential information. CAP Captain or higher. Two years of command or staff experience at the Wing, Region, or National level