



Association of British Women in Malaysia

Chair ~ Deborah O'Neill | Vice-Chair ~ Sharianne Ali-Quirk | Treasurer ~ Tim Rolfe | Secretary ~ Maxine Venter

Committee Position - Magazine Editor

Responsible for the production of the online ABWM Magazine 'Majalah Life'. This includes generating content by contacting regular contributors and (perhaps initiating new content from members, where an opportunity rises), editing submissions and on occasion writing new content, or compiling lists of interest to readers. This role also requires close liaison with the Advertising Coordinator (to confirm advertisers each month and to liaise with sponsors and advertisers to provide their content in good time) and with the Magazine Layout Designer, to create the finished online magazine. It would suit someone who enjoys the written word, who is well organised, has keen attention to detail and a good command of written English conventions. The role also serves and contributes to the running of the ABWM Committee, which meets on a monthly basis.

Responsibilities include;

- Responsible for the production of the ABWM Online Magazine 'Majalah Life'
- Editing submissions
- Organises running order, sourcing words and pictures, internet research etc
- Organise proof reading of the magazine before it goes out
- Liaising designer/Technical Support.
- Liaising with the contributors and ABWM members and events team, reporting on events
- Finding suitable new contributors and content and writing additional material as required.
- Liaising with the Advertising Coordinator re the adverts to appear in each issue.

Committee Meetings

- Committee meetings take place once a month and you will be required to attend every month and to give a brief update on the next edition of the magazine and anything else relevant to the role

Skills Required

- Ability to communicate effectively and correspond with magazine contributors
- A keen attention to detail and must be well organised
- A good command of written English
- Previous editorial/magazine experience a bonus

Charity - Support - Fun

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23 Jalan Telawi | 9 Bangsar Baru | Kuala Lumpur 59100 | Malaysia

abwm.com.my | contact@abwm.com.my | Tel: 03-2284 4407 | Registration No. PPM-003-14-06091980

Miscellaneous

- During busy periods you may be required to assist the rest of the committee with special projects or events

Time required for this role

- Approx 20 hours per month, but at times it can be more than this. This is a flexible role that can be done from home in your own time

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