

# Daily Miracle Editor Job Description

*Pacific Yearly Meeting*

*Job Description approved 11/14/2019 by Communications Committee,*

## **Summary of Position:**

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The Daily Miracle Editor is responsible for overseeing and participating with a team of volunteers at PYM Annual Session to operate the "Secretariat" print/copy center, publish the Daily Miracle bulletin and help with other printing needs at Annual Session. The Daily Miracle Editor will have to work under some time pressure in the late evening (often until midnight) with a variety of Friends. In addition to technical facility, the ability to maintain equanimity and productivity after a full day of Annual Session is crucial.

## **Duties & Responsibilities:**

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The following outline lists the principal responsibilities of the Daily Miracle Editor. A much more detailed task list can be found in a ["Secretariat Planning" document](#) kept in GoogleDocs. It is not necessary that the Editor perform all of these tasks personally, but they are responsible for ensuring that they are performed smoothly. A number of volunteers have years of experience in Secretariat and are likely to continue to help. In recent years (through 2019) the chief bottleneck has been finding someone with technical skills to layout and format the Daily Miracle. It has been done recently in Microsoft Word, but that could change if someone has skill in another publishing tool.

Key: AS = Annual Session; DM = Daily Miracle; CP = Children's Program

- 1) Pre-Session
  - a) Prepare opening day (Friday's) DM, coordinating content with other AS organizers. Have paper copies available on site when check-in opens.
  - b) Line up as many Secretariat volunteers as possible in advance.
  - c) Verify condition of Secretariat supplies stored in CP trailer and compile a list of additional supplies needed.
  - d) Purchase and bring any needed supplies that are not already in storage in CP trailer.
- 2) Setup Secretariat on opening day, pack it up on closing day ensuring boxes get to CP trailer. Save an inventory of Secretariat's items in the CP trailer in a shared document.
- 3) Give remarks in Opening Plenary. (Plea for more volunteers, if needed, DM publishing guidelines and deadlines, etc.)
- 4) Oversee Secretariat Print/Copy Center (in Jack Rabbit in recent years) throughout the week
  - a) Work out and publicize staffing hours the Secretariat will be "open" to assist people with printing/copying, submitting to DM and other "secretarial" tasks.
  - b) Assist committees/officers as needed in producing three traditional "publications" at AS:
    - i) Meeting for Memorials program handout (M&O)
    - ii) Welcome Certificates (Children's Program and Presiding Clerk)
    - iii) Attenders List (Registrars)
- 5) Oversee and participate in the workflow producing each morning edition of the Daily Miracle using the "Secretariat volunteers" and coordinating with a variety of other AS organizers
  - a) Setting up and monitoring submission station(s)

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- b) Soliciting content for the DM, prodding organizers who forget to submit info about their event
- c) Collection of submissions (paper and email)
- d) Typing paper submissions into computer
- e) Chasing down any missing information, e.g. obtaining photo permissions, room assignments, plenary agendas, etc
- f) Verifying accuracy, especially of times & locations
- g) Preparing Plain Text (unformatted) version of DM for the next day
- h) Formatting the DM after content is frozen (requires page formatting and layout skills)
- i) Proofreading, correcting, double checking for missing submissions (this often happens late in the evening, between 9:30 and 11:00 or even later).
- j) Printing paper copies, producing PDF versions
- k) Distributing paper copies & posting PDFs to website