

October 5, 1999

MEMORANDUM

TO: Basic Skills Directors and Staff
Volunteer Literacy Organization Directors and Staff

FROM: Mary Dunn Siedow, Director
NC Literacy Resource Center

SUBJECT: Editor for *Literacy TODAY*

Please duplicate this memorandum and share with interested staff.

WANTED

Who: Editor for Literacy TODAY, a 6 page collaborative newsletter highlighting the activities of basic skills departments, volunteer and community based literacy organizations

When: 3 to 4 issues a year (quarterly)

How: Plan and carry out with Mary Dunn Siedow

What duties: Solicit, edit, and write articles. Collect photographs. Supervise or arrange for layout of camera ready copy.

Pay: Negotiable

Interested parties please contact Mary Dunn Siedow at 919-733-7051 extension 501 or e-mail to mdsiedow@ncccs.cc.nc.us.

C: Community College President

CC-99-267

NEW MAILING ADDRESS: 5025 Mail Service Center Raleigh, NC 27699-5025