

Volunteer Job Description

Title: Newspaper Clippings

Purpose:

We need to keep track of what is being said in the local newspapers with respect to CPAWS and environmental issues for three purposes:

1. To provide our funders with updates on our work and our coverage in the media
2. To hold politicians and political parties accountable to promises and statements made with respect to the environment. This is particularly useful during election campaigns.
3. To maintain a historical record of issues covered in the media regarding Yukon protected areas.

Deliverables:

- Electronic files (pdf format) of relevant newspaper clippings stored on a shared hard drive, sorted by date.

Tasks:

1. We receive the Yukon News and Whitehorse Star at the CPAWS office (8 newspapers each week). You need to go through each paper and look for articles that:
 - mention CPAWS
 - were written by CPAWS staff or board
 - advertise CPAWS events
 - cover issues affecting the environment AND have a political slant to them (e.g. politician making a statement or promise). Topics include industrial development (mining, oil & gas, coal bed methane, cumulative effects), protected areas, wildlife management, climate change, etc.
 - refer to an existing protected area or CPAWS campaign areaA complete list of topics to clip is available.
2. Cut out the relevant articles. If the clipping does not contain the newspaper's name, publication date, and page number write that information on the clipping.
3. Take all clippings that are larger than standard paper (8.5 x 11) and shrink them to 8.5x11 page using the CPAWS photocopier.
Note that a full-sized page in either paper, when shrunk to 70% and using the manual paper feed, will fit on 8.5x11 paper.
4. Scan all clippings and photocopies using the scanner attached to the Images computer and save as pdf files. Name all files according to date and article type.

Qualifications

You must be knowledgeable of environmental and political issues in the Yukon, in particular the types of issues CPAWS-Yukon deals with.

Timeframe

This is an ongoing project. Currently we have a backlog of newspapers, however, all current newspapers take priority (that is, if you get to the backlog that is great, but focus on the new papers first!). We receive 8 newspapers per week (3 Yukon News issues, 5 Whitehorse Star issues). It can take anywhere from half an hour to 2 hours to review these papers and process the clippings.

Site

The photocopying and scanning will have to be done at the CPAWS office. However, you are welcome to pick up the papers and take them home to process. If you decide to do this, please leave the new papers at the office for a week before taking them home, to give staff a chance to look at them first.

Supervision

One of our staff will go over the whole process and do some samples with you at the start. After you have clipped a few newspapers on your own, they would like to get together with you to ensure you are clipping relevant articles and haven't missed any critical ones. When in doubt about the relevance of an article, just clip it and run it by the staff member before processing.

What do you get out of it?

A chance to become familiar with hot environmental issues facing the Yukon today, help us to hold politicians accountable to promises, help us prepare to make the environment an important issue in the next territorial election, help us in reporting back to our funders, catch up on your newspaper reading...