



Delivering Innovation in Supportive Housing (DISH) is seeking one or more experienced consultants to help with several Publishing and Writing projects. The scope of work will include one or both of the following:

1. Document Publishing

- Evaluate and recommend solutions for publishing internal DISH documents i.e. Policies and Procedures Manual, HR Guide and potentially other documents.
 - On line publication
 - Other electronic storing, editing solution
- Implement chosen solution
- Provide written guidance and best practices on how to maintain and edit the documents.
- Recommend training for DISH staff for maintaining and editing these documents.

2. Desktop Publishing

- Evaluate DISH's current methods and procedures for publishing the DISHrag (a regularly scheduled DISH staff newsletter), the Tenant Newsletter (a regularly published news letter distributed to DISH's tenants, and other published products.
- Recommend publishing software to use.
- Set up templates for these two publications.
- Provide "how to" guide so that DISH staff can produce these two products.
- Recommend training for DISH staff to produce these products.
- Consult and recommend options for outsourcing the production of these two documents.

If interested, please contact us at: DISHOpsManager@gmail.com