

## **Newsletter Guidelines**

This Newsletter is a publication of the Oregon Health Authority, Office of Multicultural Health and Services (OMHS). Its intent is to be a resource which updates members on various multicultural health issues affecting local communities. The newsletter hosts job opportunities, current events, funding opportunities, student resources, calls for submission and various updates regarding multicultural health. The newsletter is a product of contributions from community members which is why we encourage submitting information you would like to have included.

### **Submission Guidelines:**

- **When submitting job opportunities:**

Jobs must be related to Health, Health Policy or Human Services. Please include job title, closing date and a link to find more information and/or to apply.

- **When submitting community events, conferences or seminars to the Newsletter please use the following format:**

***Event title:***

***Date:***

***Location:*** list building, address and room

***Time:*** list beginning and ending time

***Description:*** tell us what the event is about and aims to accomplish.

***Make sure to also include in the description:***

***Costs (if any):***

***Age restrictions (if any):***

***Contact Person:*** include name, email and phone number.

***URL:*** Please send us the URL to your event and/or your organizations web page

***Flyer (if any):*** Attaching a flyer is a great way to cover your bases and receive more promotion. We can post the flyer at our office and can also use it as a reference point to make sure we have all the information needed.

- **When submitting all other information:**

Opportunities, calls for submission and announcements should be related to OMHS areas of focus such as health, human services, community engagement, diversity, equity and cultural competency. Please include description, closing date and a link to find more information and/or to apply.

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Send submissions to Alexis Asihene at [alexis.m.asihene@state.or.us](mailto:alexis.m.asihene@state.or.us) for review and posting. OMHS has the right to decline any submission. You will be alerted through email if your event is approved and posted or if it did not meet criteria.