

COMMUNICATIONS DIRECTOR

The Communications Director is responsible for coordinating & maintaining chapter communication channels, including the monthly newsletter, and social media channels and website. Increase engagement of all stakeholder through communication channels.

KEY RESPONSIBILITIES

- Take lead on communications-related projects such as website update and content creation/management.
- Coordinate website content with the chapter's Virtual Assistant, including page creation, content, updates, event postings (e.g., Programs), design and navigation, in conjunction with the board.
- Develop content for social media accounts; coordinate with the Chapter's Virtual Assistant to maintain social media presence: Facebook public and private, Twitter and LinkedIn, with the assistance of ICF Monday Twitter Ambassador email.
- Develop/coordinate content for the monthly chapter newsletter; Work with Virtual Assistant to publish.
- Coordinate emails to members and contacts, as needed
- Coordinate technology used by the chapter and board, including managing email access for board members.

RECOMMENDED SKILLS

- Comfort with or willing to learn Wild Apricot or other similar pre-packaged web delivery software (Wild Apricot Tech support and online tutorials are exceptional)
- Comfort with Google Drive and Docs