

Communications Committee

Specific Duties and Responsibilities:

- Attend monthly Communications Committee meetings.
- Maintain the confidentiality of sensitive and personal information.
- Organizational skills
- Written, digital & spoken communication skills.
 - Ability to edit and proof communications
 - Graphic design
- Ability to work on short notice and deliver quick turnaround times
- Knowledge of computer software including Microsoft Suite and Google Workspace
- Knowledge of web design, development, and maintenance.
- Membership Engagement
 - Conduct interviews, polling, and surveys and gather information.