Manager of Communication Directors Role

**ROLE CLARIFICATION WORKSHEET**

**Role: Manager of Communication**

Term: One year

Reports To: Director of Marketing

Voting Position: No

Supervisory Duties:

Committee Members: No

Board Appointed: No

**Primary Duties**

Direct the activities of internal membership-driven communications including the newsletter, promotional materials -I.e. CMATD events and SIG’s, and mailings.

**Time Commitment:**

**Estimated Time Requirements per month:**

* Attending Marketing committee meetings: 1-2 hours per month plus travel time
* Communicating with administrative office about routine issues: 2-4 hours per month

**Key Duties**

* Assists Director of Marketing with the advertising chapter events.
* Coordinate communication activities with related activities of Membership, Programs & Events, and other offices as needed
* This includes the following responsibilities and tasks:
	+ Create a relevant timeline for each major marketing event process.
	+ Finalize copy for events
	+ Ensure final copy is posted on the website through our web person
	+ Ensure final copy is used for the media and all marketing efforts
	+ Maintain chapter website and social media tools
	+ Develop monthly program adverts?
	+ Responsible for writing content for chapter website.
	+ Responsible to monitor all communications aimed at chapter members.
	+ Develop chapter newsletter and other informational items.

**Qualifications:**

* Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management
* Skilled in written and verbal communication, personal interaction and problem-solving
* Ability to plan, organize and execute activities as required by the position
* Ability to complete projects within established timeframes