

Purpose of Committee:

To develop a communication strategy and maintain an editorial calendar that communicates the mission and vision of Association Latinos and promotes its events, provides informational content and highlights members of the community.

Charges and Responsibilities:

- Maintain an editorial calendar that contains a schedule of content to be shared across all communication channels
- Produce monthly Association LatiKnows Newsletter
- Source informational content to post on social media channels
- Write and vet blog submissions
- Develop marketing collateral to be used in promotion of Association Latinos brand and events

Committee:

Board Liaison, Communication Chairperson, Vice-Chairperson, 6-8 committee members.

Responsible to:

- Board Liaison
- Board of Directors
- Members

Qualifications:

- Professional working in association management

Time needed (per week):

Variable, dependent upon the timing, but approximately one (1) to three (3) hours per week

Term:

One (1) one (1) year term commencing on Jan. 1 and expiring on Dec 31 (with potential to roll over to a second year)

Application procedure:

1. Completed application
2. Disclosure of any potential conflicts of interest should be made with the application
3. Non-Disclosure Agreement

APPLY HERE