



COMMUNICATIONS DIRECTOR

Committee: MarCom

Board Term: 2 years

Position Term: 1 years

Time Commitment: ≈ 5 hours/mo.

Paid/Volunteer: Volunteer

ROLE SUMMARY

Responsible for email communication and website content for TRPDX. Manages the creation of written and imagery content to promote upcoming events and community updates. May leverage content provided for an event's marketing campaign theme. Coordinates communications in a timely manner as agreed upon by the organization's communication cadence.

EXPECTATIONS

- Prepares email communications for all messages sent to TRPDX members, in partnership with and using details provided by Programs Team and other MarCom members.
- Promotes events for TRPDX and community, as determined by the TRPDX Board via emails and newsletters.
- Creates and manages the electronic communication cadence to the membership in partnership with the Administrator to ensure a positive member experience.

REQUIREMENTS

- A WorldatWork member preferred
- Ability to attend monthly TRPDX board meetings, with onsite attendance as required.
- An ability to partner effectively towards a common goal.
- An ability to manage and organize information and prepare concise and efficient communications.

TRPDX is committed to providing an environment of mutual respect where volunteer opportunities are available to all industry professionals without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, military and veteran status, and any other characteristic protected by applicable law.

Updated: October 2020