**Communications Director**

**Executive Board Position**

**Rev. Dec 2023**

The Communications Director shall be responsible for club communications and oversight of the Austin Newcomers website, newsletter, emails, calendar, and Zoom account.

# Position Requirements

* Strong computer skills
* **S**trong writing skills
* Willingness to learn and use ANC website technology including Word Press, Membershipworks, Mailchimp, GoDaddy, Zoom
* Knowledge of Microsoft Publisher is helpful

# General Responsibilities

Support ANC Board members to maximize the ANC website’s potential, making sure that content is up-to-date and useful.

Work with members, the board, and committee chairs to provide new or revised content to support the working portion of the ANC website and resolve any problems that may arise.

Guide the Welcome Mat Editor(s) the Bulletin Editor and Calendar Editor in making sure items are posted to the members in a timely manner..

Respond to member support emails as needed including login issues and membership issues.

Maintain up-to-date information on the website as provided by the Interest Group Coordinator or Interest Group Chairs regarding all new and existing interest groups.

Serve as back-up to the Bulletin Editor and the Calendar Editor.

If requested by the Board of Directors, help, find, and vet any communications-related consultants or contractors needed for training, website maintenance, and related support.

Work with the Board on any budget or funds needed to support and maintain the website, emails, and the newsletter.

Document the Communication Director Position in a file(s) and provide to the club President, should an unexpected need arise, another person can take over the position with minimal training.