



Projects of MAAE

Communications Coordinator

FY 22 Communications Coordinator: **candidate sought**

Stipend allocation on **proposed** (subject to board approval) budget for FY '22 - **\$2,400**
(Approximately 10 hrs/month @ \$20/hr.)

Candidate will have skills in using microsoft word, excel, G-suite (google docs, google sheets, google forms, google sites, google calendar, google docs, google mail, google contacts, google slides) facebook, twitter, instagram, and Remind.

MAAE Communications Coordinator accepts responsibility to work with Executive Director in accomplishing the tasks listed below:

MONTHLY NEWSLETTER

1. Compilation
2. Prep for Publishing
3. Preview
4. Distribution

WEBSITE UPDATES/CALENDAR UPDATES

1. Update time-sensitive matters on the moaae.org website
2. Assist in maintenance of online calendar

CONTACT LISTS

1. Maintenance of existing email list
2. Development of US mail list
3. Expansion of mailing lists to include new entries
4. Media Contacts and maintenance

CORRESPONDENCE

1. Email reminders to committees for meetings
2. Assist in bulk mail prep
3. Correspondence as it relates to MAAE's annual awards program

SOCIAL MEDIA

1. Develop and design regular weekly posts using Facebook, Twitter and Instagram
2. Share, repost or retweet from moaae partners
3. Process other posts for social media as required

OTHER

1. Thank you notes to volunteers
2. Continuing Education Certificates to PLC members (upon request)
3. Other correspondence as needed



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