

Family Access Advocate: Tools for the Job

1. Communication/Email Tools:
 - Gmail/Google Workspace (for email, shared calendars, documents)
 - Slack or Microsoft Teams (for group communication)
 - Email marketing tools like MailChimp or Constant Contact (free plans available)
2. Content Creation:
 - Canva (Flyers, graphics, and presentations)
 - Google Slides/Presentations
 - Piktochart or Venngage (for infographics)
3. Survey/Form Tools:
 - Google Forms
 - SurveyMonkey (basic free plan)
 - Typeform (free plan with limited features)
4. Event Management:
 - Eventbrite (for event listings, registrations, and ticketing)
 - Google Calendar (for scheduling meetings, event reminders)
5. Translation Tools:
 - Google Translate
 - Microsoft Translator
6. Video Tools:
 - YouTube (to host/share videos)
 - Loom or Screencast-O-Matic (for screen recordings)
7. Social Media:
 - Facebook Pages/Groups
 - Twitter
 - Instagram
8. Cloud Storage:
 - Google Drive
 - Dropbox (basic free plan)
9. Task/Project Management:
 - Trello (kanban boards)
 - Asana (basic free plan)
10. Website Building (if needed):
 - Google Sites
 - Wix (free plan available)