PUGET SOUND CHAPTER
Association for Talent Development

Coordinator Role

Position Title: **Communications Specialist**

Term: 12 months

Reports To: Director of Marketing and Communications and Marketing

Voting Position: No
Supervisory Duties: No
Committee Members: No
Board Appointed: No

Description:
The Communications Specialist contributes to the communications plan developed by the Director of Marketing and Communications.

Time Commitment:
8-10 hours/month

Key Competencies:
Communication, Collaboration, Writing, Editing

Primary Responsibilities:

- Content creation chapter's programs and initiatives
- Write and edit messaging for email blasts, newsletter and social posts
- Publish email blasts
- Share developed newsletter and social content with team members
- Post content in chaper's Slack community
- Communicate regularly with Director of Marketing and Communications to learn of coming events and tasks

Success Measures:

- Timely content development for events and initiatives
- Works collaboratively with others, including Board members and volunteers

Privileges:	**Additional Expectations:**
Visibility in a high-profile volunteer position. Position listed on your resume and LinkedIn profile. Opportunity to connect with ATDps members. Potential for career path into future Board positions.	Member of ATD Puget Sound chapter for term. Meet success measures listed above.