

### **Volunteer Description**

The AFP Vancouver Chapter Communications Committee requires an **Online Communications Coordinator** to support chapter activities by coordinating promotion of activities, events and information through a variety of online channels.

### **Responsibilities**

- Primary contact person for committees requesting support for online promotion of activities (ie. Events, application deadlines, program updates, etc);
- Liaise and build relationships with other committees to support and plan for their upcoming communications, as needed;
- Manage and share Chapter Communications Schedule with Board and other committees to help with the planning and coordination of featured website content updates, newsletters, targeted emails, social media and other online activities;
- Perform, and/or support other committees with, website content and updates;
- Produce and deliver chapter eNewsletter featuring recent news, events, program activity updates, member profiles, job and volunteer postings, etc;
- Produce, and/or support other committees with, targeted email delivery (ie. Urgent chapter update, major event announcement, etc);
- Working with the Social Media Coordinator, ensure committee activities and featured website content including job and volunteer postings, event announcements and deadlines, member profiles, etc are posted on chapter Facebook and Twitter accounts;
- Approve content updates submitted by other committees and users, ensuring integrity of website design and AFP branding;
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### **Skills and Assets**

- Experience with a CMS and managing website content (especially Drupal);
- Experience with an email marketing tool;
- Strong written, verbal, interpersonal and organization skills;

### **Commitment**

- Minimum one year term;
- Attend monthly committee meeting (1 hour);
- Perform tasks outlines under responsibilities (approx. 2-4 hours per week)