

Job Description

VP of Member Communications

- The VP of Member Communications plays a key role in ensuring that information regarding Club events and activities that is disseminated to members is concise, clear and timely.
- The VP of Member Communications reviews event postings by Committees to the website and then publishes notice of those events in the Club's eNews, which is published every Sunday evening.
- The VP of Member Communications publishes the weekly Club eNews every Sunday evening and assists the VP(s) of Activities and President with email blasts.

Suggested Skills

Creative, with strong writing and presentation skills; attentive to details and organized. Must have a computer with Internet connection and be comfortable with using the Club's communication (Wild Apricot) software.