

February 14, 2017

Regional Administrative Resource Staff

Communications Coordinator

APPOINTED BY: Regional Administrative Director

ACCOUNTABLE TO: Regional Administrative Director

TERM: 1 year appointment

Responsibilities:

- Receives communications from the International organization and Regional Executive Committee and disperses to the region
- Maintains internal communication channels among the region, chapters, and individual members
- Oversees the design, implementation and maintenance of the regional Web site and database with input from the Marketing Coordinator
- Maintains regional leadership database
- In consultation with the Regional Exec Cm, prepares and submits summary of Annual Regional Report, and other summary reports required, to International Headquarters by established deadline
- Meets with the Administrative Resource Staff as requested

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director as requested
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Working knowledge of technology and the digital world
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; some travel expected