

Board Member Position Description

2021

Communications Co-Chair (web/graphics)

Position Summary

Manage all communication efforts on behalf of ynpnGO on the website. Work with the ynpnGO board to communicate updates, events, etc. on the website. Creating designs and visuals for events and social media.

Roles and Responsibilities

- Responsible for creating and executing editorial calendar in collaboration with the communications co-chair
- Create visuals with Canva for events, calls to action, fundraisers, social media, etc. for the ynpnGO board
- Track and analyze digital metrics of website
- Work with communications co-chair to determine content for monthly newsletters based off board and ynpnGO member input. Create and send regularly every month
- Create event pages on website and maintain event archive
- Maintain ShareOmaha profile on a regular basis
- Assist with events and take photographs as needed
- Maintain the ynpnGO website on a regular basis; including membership details, updates, features, and any necessary backend details
- Attend ynpnGO events and be an advocate for ynpnGO in the community

Knowledge, Skills, and Abilities

- Strong attention to detail
- Experience with Canva
- Experience working with website management
- Ability to train others
- Ability to be self-motivated and meet deadlines
- Resilient time management, organizational, and follow-through skills.
- Excellent written and verbal communication skills
- Excellent team player, but also works well independently
- Must be a great problem solver who operates within the organization's vision, mission and values and consistently keeps the brand in mind