



Position Title: **Marketing & Communications Manager**

Description:

The Marketing and Communications Manager contributes to and executes the strategic communication plan to drive increases in membership, event attendance, and revenue.

Time Commitment:

10-12 hours/month

Key Competencies:

Communication, Collaboration, Digital Marketing, Systems Development, Reporting

Primary Responsibilities:

- Set up new systems and document processes to improve efficiency across MarComm team/program
- Liaise with Programs team to source content for upcoming events
- Review and edit content across digital and print messaging
- Ensure timely and effective marketing and promotion of Chapter events, activities, volunteer openings and partnership opportunities through websites, social media, newsletters and other relevant channels

Success Measures:

- Timely marketing for events and activities
- Development and documentation of departmental process improvements
- Works collaboratively with others, including Board members and volunteers

Privileges:

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

Additional Expectations:

Member of ATD Puget Sound Chapter for term

Meet success measures listed above
Advise Director Marketing and Communications of trends identified

Term: 15 months

Reports To: Director of Marketing and Communications

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: Yes