

The Communications Committee will be overseen by the VP of Communications, Director of Branding & Design, and the Director of Marketing.

**Time Commitment and Term:**

- Approximately 10 hours per month
- One consecutive year (2026-2027), beginning January 15, 2026, and ending January 14, 2027, and eligible to be renewed for an additional term.

**Roles and Responsibilities:**

His/her main duties may include:

- Develop new ways to engage and expand our target audiences
- Develop branding / visual materials for the Foundation to use within all forms of communications (email, social media, presentations etc).
- Assist with the writing and editing of external communications.
- The committee will develop new ways to engage with our target audiences.
- The committee will develop branding / visual materials for the Foundation to use within all forms of communications (email, social media, presentations etc).

**Position Skills and Qualifications:**

- Enthusiasm for the mission of the Foundation.
- Ability to network with external stakeholders.
- Graphic Design experience
- Video production and/or editing experience
- Attention to detail.
- Strong interpersonal skills.
- Collaborative and dedicated to team efforts.

**When Applying:**

Please submit 2-3 supporting documents, not limited to: accounts you have managed, design, video and/or written examples to exemplify any previous communications experience.

**Financial Contribution**

Members of committees and assistants are expected to make a personal, meaningful financial contribution of at least \$50 upon acceptance of their position. Committee members and assistants are also expected to give an additional \$50, during each term year, for a total contribution of \$100, by the end of each term year.