Help us build our Communications Team

Are you someone who likes connecting fellow planners together and is interested in helping us get out the word on all of our great programming? Then we want to talk to you! The Northern Section is in the process of building a stellar communications team to help us reach our 1,700 members through our various online channels and explore new ones. To lead the team, we’re looking for a Communications Director to develop a robust, informative, and engaging experience for our members. We’re also looking for other volunteers to be part of the team.

We’re interested in people who are organized, quick learners, independent, and comfortable writing online. Familiarity with social media and understanding how to leverage the various platforms is crucial. Working with Constant Contact and WordPress is a plus, but certainly something we can help with. On average, our Communication Director will typically spend three to four hours a week on Section duties but the time commitment will depend on each individual’s experience and how organized she is. We want to ensure the Communications Director is supported; duties can be shared to ensure the tasks are manageable.

Our [bylaws](#) establish the duties of the Communications Director:

1. Develop and oversee the communications program for the Section, including coordinating with Board members to publicize Section activities and programs via the newsletter, website, social media and other forms of communications.
2. Assist Board members and event coordinators in notifying local press of Section activities and programs.
3. Oversee the preparation, editing, and publishing of the eNews to members and the public.
4. Assist the Newsletter Editor and Co-Editors in preparing and publicizing the Section’s newsletter.

Think you have what it takes? Then send us a cover letter and résumé and tell us why you’d be a great fit. If you have examples, or a social media account you’re proud of that exemplifies your experience, feel free to share that. If you have any questions or are ready to send off your materials, you can reach out to [directorelect@norcalapa.org](mailto:directorelect@norcalapa.org). We’re looking forward to talking to you.