



Communications Director Position Description

Overview

A member of the RDMSC Board of Directors, the Communications Director is responsible for undertaking and coordinating all aspects of internal and external RDMSC communication.

Responsibilities

- Attend RDMSC Board of Directors meetings and prepare and present Communications Committee reports as required
- Prepare and distribute monthly newsletters for April - September, including:
 - Contact Board members and coaches for submissions
 - Proof read and edit submissions
 - Disseminate via email and the RDMSC website
- Coordinate with others to ensure the website is maintained and content remains current and relevant
- Support regular community outreach including:
 - Use social media for notifications about season kick off, RDMSC swim meet
 - Develop key messages to support interviews and identify spokesperson in the event the President is unavailable
 - Develop and distribute promotional materials for City of Red Deer Look n Book and school e-newsletters, etc.
- Monitor and respond to queries submitted through the RDMSC email account

Term: 2 years