



JOB DESCRIPTION
**Digital Communications and Marketing
 Coordinator**

Job Title:	Digital Communications & Marketing Coordinator	Job Category:	Volunteer
Department/Group:	Volunteer	Compensation:	None
Location:	Columbus, OH	Travel Required:	Board Meetings as Needed
Reports to:	Continuity Director	Position Type:	Trustee Officer
Will train Applicant:	As Needed	Phone:	614-297-0040
Website:	http://www.CareerTransitionInstitute.org/		
Email	info@CareerTransitionInstitute.org		

Inform Chairperson and/or Vice Chairperson and/or Continuity Director of interest.

Job Description

Duties:

- Write and distribute Constant Contact news releases about MeetUps
- Write and distribute Constant Contact email on Socials, requests of alumni, etc.
- Post news releases, social events, and communiques to members and alumni via LinkedIn, Facebook, and Twitter
- Update website at least weekly (new speaker info), monthly (Course Schedule and Networking Events) and as needed
- Other duties as necessary

Skills/Qualifications:

- Likely time commitment 4-5 hours per week
- Retirees encouraged to apply
- Knowledge WordPress, Constant Contact, LinkedIn, Facebook, Twitter preferred but not required
- Prior membership with Career TI helpful, but not required