Volunteer Job Description: **Communications Director**

**Job Title**
Director, Communications Department
Reports to Vice President, Member Services (VPMS)

**Summary**
The Communications Director works with a team of volunteers to communicate BDPA information to our stakeholders via all appropriate platforms (online and offline). This department is solely responsible for maintaining current and relevant content on the chapter website ([www.bdpa.org/group/CI](http://www.bdpa.org/group/CI)). Finally, this department ensures that chapter members are having their technical articles published in both local and national publications. **Time commitment:** Five (5) hours per month.

**Duties**
Communications Department Director performs the following duties personally or through others:

- Create, solicit and publish articles, newsletters, press releases, radio/TV promotions that support BDPA’s mission and vision
- Manage the chapter’s online communities (Facebook, Groupsite, LinkedIn Network, Twitter and YahooGroups)
- Manage the content, look and feel of the chapter website ([www.bdpa.org/group/CI](http://www.bdpa.org/group/CI))
- Partner with the chapter’s Marketing Department to ensure maximize reach to our stakeholders of all chapter communications.
- Provide written status report to VPMS ([vpms.cincy@bdpa.org](mailto:vpms.cincy@bdpa.org)) on or before the 1st Wednesday of each month.

**Qualifications**
- Must be a financially current member of BDPA Cincinnati chapter
- Must be able to participate in a monthly conference call
- Must be willing to delegate to others on a team
- Must have demonstrated leadership skills
- Must have excellent written and oral communication skills
- Must possess management experience in managing a ‘virtual team’
- Must possess project management and relationship management experience
- Must submit a ‘volunteer profile’ to the VPMM.

**Benefits of Taking This Volunteer Leadership Position**
- Develop business, interpersonal, organizational leadership, communication, public relations and marketing skills.
- Develop influential business relationships and industry recognition.
- Establish contacts with chapters, students, speakers, corporations, technology vendors and high-level corporate executives.
- Give back to the community by helping BDPA growth through professional association.
- Work with an outstanding group of dedicated members that are committed to the success of BDPA.