



Woman Within Central USA Board is seeking a Director of Communications

Coordinate, implement and set goals for programs according to the strategic objectives and mission of the Woman Within organization. Partner with WWIL to implement programs in support of the Central USA region. Responsible for the integrity of all programs sponsored by Woman Within Central USA.

1. Is a Board member
 - a. Serves as a volunteer without compensation
 - b. Attends all board meetings
 - c. Attends annual board meetings
 - d. Works in concert with all board members
2. Manage social media posts for announcements and events, which included Facebook and Instagram
3. Send blast emails using Constant Contact including but not limited to announcements, events, and trainings
4. Manage Website updates including but not limited to: events, announcements, registration, and copy changes
5. Work with external vendors when necessary for technical assistance
6. Maintain contact lists within Constant Contact and the Woman With Central Google Group (this includes adding and removing people from the lists)