



NAFSA: Association of International Educators
Volunteer Position Description

Position: Communications Coordinator

Committee: NAFSA Region VIII Team

Appointment: By Regional Chair

Term Dates: 2 years

Qualifications:

- Communications knowledge preferred
- Knowledge of Google Suite, MailChimp, and various communications software preferred
- Previous writing and editing experience
- Understanding of NAFSA and its leadership structure
- Willingness to promote NAFSA
- Demonstrated commitment to the field of international education
- Support and encouragement of home institution to carry out the responsibilities

Responsibilities:

- Solicit content from team members, Region VIII colleagues, and NAFSA national staff for the monthly regional newsletter.
- Promoting and marketing the regional newsletter to Region VIII membership through various channels
- Work closely with the Social Media Coordinator on promoting various pieces of information from the newsletter on our social media platforms.
- The Communications Coordinator is also responsible for maintaining the Region VIII website content by making revisions and updates in a timely manner.
- Assist the Chair Stream with special projects and/or reports and update forms/applications, as needed.
- Assist the Conference Planner with proofing and editing the Conference Program for the annual regional conference.
- Organize, share, and store all relevant marketing materials in regional electronic files.
- Assist in recruiting the next person for this position and serving as a mentor to ensure new incumbent is fully transitioned into their new position

Commitment

- The Communications Coordinator reports to the Region's Chair and is expected to actively participate in the work of the regional team, provide thoughtful input to the deliberations of the team, focus on the best interest of NAFSA and the team rather than on personal or constituent interests, and work towards fulfilling the team's goals.
- The Communications Coordinator should attend and participate in regional team meetings throughout the year and attend any NAFSA national Communications Coordinator meetings.

Updated October 2024