

League of Women Voters Marquette County

COMMUNICATION COORDINATOR

Overview: The Communication Coordinator oversees the content and distribution of the messages and information shared with the public through the website, social media, newsletter, local press and other communication outlets.

Responsibilities (in addition to those of any other Director on the Board):

- Oversee and coordinate the Communication Network Team.
- Be the Spokesperson for LWVMC or assist the Board in selecting another Board member for the position.
- Work with the Team, Board and Committees to find or develop appropriate content, graphics, photos, and logos to be used for all communication.
- Coordinate the schedule for LWVMC communications to allow for consistent and streamlined messaging across outreach methods.
- Facilitate flow of information from the Board to appropriate Communication Network Team members.
- Review and approve all written and graphic content for all external League communication for accuracy, consistency, and compliance with League positions and policies.
- Monitor social media and website regularly for accuracy and necessary updates.
- Review and answer all requests for media interviews; inform the Board and if approved, be interviewed, or assist the Board in finding a more appropriate interviewee.
- Attend League of Women Voters of Michigan (LWVMI) Communication Network meetings.
- Participate with the Convener and Secretary to produce the yearly Calendar.
- The Communications Coordinator is a visible position (along with the Convener and Voter Services Coordinator) and thus shall not participate in electioneering, including but not limited to, public endorsement, making campaign donations, and/or posting of yard signs. (Other members may do so).

Revised 8.16.23

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