



Mountain Post Santa's Workshop Publicity Chair Position Description

DESCRIPTION OF DUTIES:

- Responsible for advertising all Mountain Post Santa's Workshop activities.

Throughout The Year:

- Creates digital content and/or graphic design for flyer, invitations, events, and video blasts (familiarity with canva.com, adobe photoshop, powerpoint/keynote, and adobe video spark is helpful).
- Responsible for the management of the MPSW webpage, and Facebook page as well as all other social media accounts (Twitter, Instagram, Flickr, etc).
- Responsible for timely responses to electronic correspondence (emails/messenger) from all social media and webpage accounts.
- Coordinate with appropriate PAO officials to ensure communications and digital content complies with Garrison, OPSEC, and nonprofit policies.
- Provides a report of all activities within his/her scope of responsibility and maintains position binder with updated reports, etc.
- Attends all Board Meetings.
- Attends additional meetings as necessary.
- Attends and supports all activities, events, and fundraisers as well as supports other board member positions as needed.
- Tracks and submits own volunteer hours on Army Family Web Portal.
- Supports the philosophies and guidelines of the organization.

Shopping Week Support:

- Attends shopping week.

Time Commitment:

- Approximately 20 hours per month.
- The busiest months are October-December.
- Monthly hours will vary depending upon activities.

Length of Commitment:

- Board Year running 1 April-31 March.

Work Location:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform:

The Publicity Chairperson will be provided and maintain a MPSW logo polo to be worn when necessary.