



Mountain Post Santa's Workshop

PUBLICITY CHAIR

Position Description

DESCRIPTION OF DUTIES:

- Is responsible for advertising all MPSW activities.
- Creates digital content and/or graphic design for flyers, invitations, events, and video blasts (familiarity with [canva.com](https://www.canva.com), adobe photoshop, Powerpoint/keynote, adobe video spark is helpful).
- Is responsible for the management of the MPSW webpage, 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.
- Coordinates 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 VMIS.
- Supports the philosophies and guidelines of the organization.

TIME COMMITMENT:

- Approximately 20 hours per month. Monthly hours will vary depending upon activities. The busiest months are October-December.
- Shopping Week is typically the second week in December from 0900-1600, all board members are expected to be present during shopping week. (Hours are approx 50-60 hours in December)

LENGTH OF COMMITMENT:

- Board Year running 1 April-31 March

WORK LOCATION:

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for donation pick up and fundraiser events.