

## **IYANW Communications**

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### Job Description

Attend scheduled meetings.

Coordinate IYANW publications: 4 E-newsletters per year and 2 print newsletters. Gather content, copyedit, print, and mail.

Manage uploading newsletter pdfs to the website for digital archiving.

Maintain website for the regional membership.

Manage archives and new electronic communications through Constant Contact.

Work with designer to develop flyers, applications forms and other promotional collateral.

Propose ideas to the Board for additional ways to reach the membership.

Prepare and present reports to IYANW Board.

Other duties as assigned by the President or agreed upon by the board.

*Last updated July 2011*