

Volunteer Position: Newsletter Editor

Committee: Communications Committee

Committee Mission:

To practice what we marketers preach – the Communications Committee creates engaging content that both promotes the chapter and informs and educates professionals within the AEC industry. The committee coordinates and communicates SMPS CT's initiatives and schedule of events.

Responsibilities include: writing event/initiative press releases, managing the organization's social media accounts, creating graphics for social media, coordinating content for SMPS CT's blog, maintaining the Chapter website, promoting sponsors, and designing emails and miscellaneous chapter materials.

Volunteer Contribution:

The Newsletter Editor is responsible for coordinating content with other committees and chapter president for SMPS CT's quarterly newsletters.

The Newsletter Editor compiles content to include in future newsletters. Examples include:

- Chapter news
- Member news – CPSM announcements
- Award announcements

Newsletters are sent out on a quarterly basis, usually the last Thursday of the month (August, November, February, May). They will coordinate with the Communications Chair for final draft which is then sent to the Board of Directors for final approval.

Estimated Time Commitment:

2-4 hours per month.

Responsibilities:

- Coordinate content with other committees and president
- Compile and curate content and send out quarterly

Professional Development:

- Communication Skills
- Graphic Design and Newsletter Layout
- Time Management

Requirements:

- Attend all committee meetings with no more than three absences.
- Strong written and verbal communication skills
- Willingness to learn and work in StarChapter for newsletter development and publishing

**For more information please contact: SMPS CT Communications Chair,
communications@smpsct.org.**

About SMPS Connecticut: *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. **We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry.** SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*