



# Communication Specialist Job Description

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## Purpose

To strengthen the relationship between Sertoma, clubs and members through accurate, timely and consistent communication

## The Work

- Communicate with a club officer at least once a quarter (rotating between president, secretary, treasurer)
- Share information with club officers as requested by Communication Specialist leadership team
- Document club questions, concerns, or requests and share with Communication Specialist leadership team for attention by applicable individual
- Connect clubs to readily available resources such as online training, forms, etc.

## Qualifications

- Good communication skills, written and verbal
- A desire to help Sertoma develop a stronger relationship
- Knowledge of Sertoma plans, programs and operations
- Experience in communication tools and technology

## Expectations

### ***From Sertoma***

- Support and coaching from leadership team
- Reimbursement of appropriate and authorized expenses

### ***From Communication Specialist***

- One-year commitment to the role and the work, renewable by invitation (1–2 hours per week)
- Participate in all support activities (training, conference calls, etc.)
- Provide reports/communication as needed to document work and outcomes
- Communicate feedback for members and clubs to the Communication Specialist leadership team
- Donate to the Annual Fund, ideally at the Fellow level or greater

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