



Communications Committee Member:

The committee member role is a volunteer position that holds no voting rights.

Term (1) year

Qualifications:

Candidates must demonstrate a willingness and enthusiasm to work towards the mission of Women & Hi Tech. They have the ability to positively influence others. Ideal candidates have experience in graphic design or digital media production, with special consideration given to those with experience specifically in Science, Technology, Engineering and Math (STEM) related fields. All candidates must be Women & Hi Tech members in good standing and must remain in good standing throughout their time on the committee.

Responsibilities:

- **Graphic Designer**
 - Create 6-8 graphics a year for social media, newsletter, website usage.
 - Create 1-2 infographics a year for social media, newsletter, website usage.
 - Participate in a monthly call.
 - Serve as a backup for creating PowerPoint presentations.
 - Assist Communications Director with other duties as assigned.
- **Digital Content Producer**
 - Record, edit, and produce 8-10 video clips a year for social media and website usage.
 - Participate in a monthly call.
 - Serve as a backup for posting to social media/website.
 - Assist Communications Director with other duties as assigned.

Time Commitment

- 15 hours per month

