

Communications Coordinator

Job Description



Receives communications from the international organisation and disperses to the region

Maintains internal communication channels among the region, chapters, and individual members

Develops and maintains the regional leadership database

Responsible for regional website and database design, implementation, and maintenance, with input from the Marketing Coordinator

Maintains a complete record of regional meetings and activities

Responsible for recording and preparing minutes of all meetings of the Regional Management Team (RMT)

Distributes copies to members of the team, regional chapters, and the Corporate Secretary at international headquarters

In consultation with the RMT, prepares and submits year-end State of the Region Report to the Corporate Secretary at international headquarters by established deadline

Maintains contact with appropriate staff members at international headquarters

Maintains comprehensive records and forwards materials to successor

Appoints staff to assist in the implementation of responsibilities

Trains her successor

A vodcast outlining each RMT member's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines International website

Skills Required

- Relevant regional service or equivalent related experience
- Computer experience (word processing, database management)
- Journalism or publications experience
- Written communication skills
- Demonstrated ability to coordinate various activities simultaneously
- Ability to record meeting minutes accurately
- Planning/organisation skills
- Delegation skills
- Motivational skills
- Time availability appropriate to each position
- Flexibility and open-mindedness
- Good listening skills
- Positive approach to problem-solving