



## **Community Engagement Lead**

### **Purpose**

*This role fosters and engages our members while providing guidance in the creation and expansion of the WIN member community portal.*

### **Volunteer Title**

Community Engagement Lead

### **Location**

*Remote*

### **Key Responsibilities**

- Post member newsletters and announcements to the member portal
- Assist with the management of sending member emails
- Create member video content for portal use
- Responsible for helping with all community engagement efforts
- Maintains online member platforms

### **Reports to**

WIN Volunteer Subcommittee Chair

### **Length of Appointment**

1-2 years

### **Time Commitment**

Approximately 8-10 hours/month

### **Qualifications**

- Experience working with online community platform
- The ability to develop strategic plans to engage our members via the community platform
- Excellent oral communication with the ability to speak professionally, publicly, and with confidence
- Strong organizational, time-management and multi-tasking skills with the ability to work under pressure
- Demonstrated ability to work independently and as part of a team
- Out-of-the-box thinker and problem-solver
- Ability to think creatively with an artistic eye

### **Support Provided**

*Ongoing support from Volunteer Sub-committee Chair*