

# LHR COMMITTEE 2021 AVAILABLE POSITIONS

## COMMUNICATIONS TEAM

### ASSISTANT DIRECTOR OF COMMUNICATIONS

#### RESPONSIBILITIES:

- Provide leadership & mentorship to a team of 2 committee members: Social Media Coordinator & Digital Communication Coordinator.
- Coordinate & facilitate Communications Team meetings.
- Manage communications projects & workflow within the Communications Team.
- Assist with developing a comprehensive communications plan & lead its implementation.
- Assist with updates to LHR website.
- Assist with generating & maintaining email communication with runners.
- Provide creative direction & review all written & creative content.
- Respond to customer service inquiries on social media.
- Manage communications requests from other teams.
- Position reports to the Student Director.

#### PREFERRED QUALIFICATIONS:

- Ability to give constructive feedback & maintain accountability amongst team members.
- Experience mentoring & leading others.
- Ability to delegate & motivate team members.
- Excellent writing skills.
- Attention to detail.
- Strong organizational skills.
- General understanding for social media platforms.
- Past experience in a student organization & coordinating projects or events.