



<b>Job Title:</b>	Communications Ambassador	<b>Position Type:</b>	Elected
<b>Department/Group:</b>	Engineering Department		
<b>Location:</b>	M-Building		
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The role of a communications liaison is to ensure that the public relations of the student organization are kept up to date and active. Providing peers and other members with important information regarding progress made in Women's Baja.</p> <ul style="list-style-type: none"> <li>• Interact with other users that may have questions or comments on social media pages</li> <li>• Post updates regarding Women's Baja social media (Instagram and Facebook)</li> </ul> <p>Although keeping the social media of Women's Baja is an important task of the Communications Liaison, having communication skills and good networking skills is just as necessary a skill.</p> <ol style="list-style-type: none"> <li>1. Attending events, take recordings as deemed necessary, and photographs of events and competition</li> <li>2. Interact with local media contacts about upcoming information that needs to be publicized</li> <li>3. Ensure school media organizations are kept in the loop for Baja information and events</li> <li>4. Manage sponsorships, provide interaction with companies in order to garner future sponsorship</li> <li>5. Inform the media, public, and other pertinent parties of updates, scheduled meetings, and cancellations</li> </ol> <p><b>ADDITIONAL NOTES</b></p> <p>If there are any concerns or questions regarding the roles and responsibilities as laid out above, please contact:</p> <p style="text-align: center;">             Kyle Falcey              (386) 341-7775              falceyk@my.erau.edu           </p>			
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Elisa Castillo	<b>Date/Time:</b>	8/17/2020

My signature is the acknowledgement of the aforementioned job description and parameters for the role I will be undertaking. I agree to uphold and follow the aforementioned parameters to the best of my ability. A violation of which, may result in suspension or termination from the position.

Signature: \_\_\_\_\_