



COMMUNICATIONS COORDINATOR

1. Disseminates information to NLS members via social media and email.
2. Maintains NLS's professional presence on social media sites.
3. Is primarily responsible for the NLS Gmail account, responding to all NLS correspondence and e-mail inquiries Processes all miscellaneous correspondence for the association.
4. Coordinates communication efforts with the NLS webmaster.
5. Solicits news items for distribution from NLS board members and members.
6. Publicizes leadership-related submission deadlines, events, and announcements to members through NLS's social media channels and LDRNET.
7. Interacts with and support partners such as Durham, Exeter, FIU, LQ, and AOM on social media.
8. Maintains passwords for NLS's social media accounts in a Google Drive file.
9. Prepares reports for the board related to member use of social media and bulk email.