

## **Communications & Publicity Co-ordinator**

### **Desirable Skills**

- Good written communication capability
- Understanding of social media platforms including for example, Facebook & Instagram
- Working knowledge of office computer programs including Word and Excel

### **Responsibilities**

- In conjunction with the Committee, create monthly newsletters and emails as necessary, to inform the organisation and community of U3A activities
- Monitor and update social media posts as required
- In conjunction with the Committee, organise any necessary advertising or event display materials
- In conjunction with the Volunteer Co-ordinator, develop and implement strategies for communicating U3A course and social activities to members who do not use email as a primary communication tool
- In conjunction with the Committee, actively seek opportunities to promote course offerings and membership