



# PROJECT LEADERSHIP

## Communications & Media Resources Task Team

### Position Overview:

This team will be responsible for determining the best strategies and media to generate effective and timely communication for and between all Project Leaders. In addition, this team will develop, collect and maintain a variety of media that can be used to market the program to the community in collaboration with the Marketing Committee.

### Chair Responsibilities:

- Hold regular meetings sufficient to assign and monitor the development of communication and media sources to meet the needs of the program
- Train team members on media sources, as needed
- Coordinate team member activities
- Set and monitor team goals and achievements

### Vice-Chair Responsibilities

- Make meeting location arrangements
- Handle meeting arrangements and documentation of Team meetings/ progress
- Assist Chair with the coordination of team member activities and training
- Prepare to assume the role of Chair

### Team Responsibilities:

- Direct communications with Project Leaders regarding best practices, training & leadership opportunities and supportive information
- Develop media sources for information sharing, marketing purposes and online storage of marketing materials
- Monitor, maintain and trouble-shoot all online media sources

### Preferred Qualifications:

- Knowledge and experience with a variety of media types (video, photography, social media, survey development, web-posting and online storage of media)
- Leadership skills or the desire to develop leadership skills
- Interest in building the capacity of nonprofit organizations through the effective engagement of volunteers
- Organized and detail-oriented
- Regular and consistent access to the Internet
- Volunteer project experience

### Time, Length of Commitment & Training:

- Serve on the team for a period of one year or more
- Attend meetings, four or more per year
- Contribute time as needed to achieve the goals of the Team, five to ten hours per month

### Impact: *You will have the opportunity to...*

- Utilize or develop skills with a variety of technology and media
- Lay the infrastructure for an inter-connected community of volunteer leaders

**To volunteer or ask questions:** Contact us at 303.282.1234 or [plp@metrovolunteers.org](mailto:plp@metrovolunteers.org)