

## **Communications Assistant – *Board Explorer* Position**

AIGA Cincinnati

### **Position Description**

The Communications Assistant is responsible for supporting the Communications Director in all facets of AIGA Cincinnati marketing and messaging. The position will be shaped around the individual's specific skills set; which may include graphic design, copywriting, photography, or video. The intention of the Communications Assistant will be to eventually step into the role of the Communications Director, when the Communications Director's term has ended.

### **Duties Include:**

- Creating social media content, including posts for Instagram, Facebook, Twitter, and LinkedIn
- Assisting with the development of the monthly email newsletter
- Writing blog posts / recaps of AIGA Cincinnati events
- Helping with event set up on eventbrite, the website, and Facebook
- Working alongside the Communications Director, to learn all of the functions of their role
- Maintain a consistent and professional online presence for the local AIGA chapter.
- Coordinate daily posts and tweets to all applicable social media outlets.
- Work with other members of the board to plan events and continue to establish a strong design and creative community within the Cincinnati area.