

**NAFSA: Association of International Educators
Region X Position Description**

COMMUNICATIONS MANAGER

Term:	Two years, two months
Appointment:	By the regional Executive Committee in consultation with the current Communications Manager
Qualifications:	A NAFSA member. Minimum of two years experience in the field of international education. Writing and/or production experience. Must have institutional support for acceptance of responsibilities. A demonstrated commitment to the concept of professional development through participation in conferences and workshops. Website and listserv management experience preferred.
Time Commitment:	One hour per week average, with increased responsibilities and time commitment after Annual Conference with preparation for the regional conference, in addition to time commitment for conference calls and meetings.
Responsibilities:	Attend all team meetings, regional conferences, state conference, and when possible, the Annual NAFSA Conference. (Note that some regional team meetings may be held as teleconferences at the discretion of the Chair):

4 Team Meetings: Spring Team Training (Feb-March); Team Meeting at Annual conference (May-June); Pre-regional Conference Meeting (October-November); Post-regional Conference Meeting (October-November)
Annual NAFSA Conference (May-June): Attend regional team meetings, and regional business meeting
Conference calls (Throughout the year, but weekly leading up to the Regional Conference): Provide updates relating to communications to the team

- Serve as a responsible member of the regional team.
- Maintain an ongoing record of communication activities and publications.
- Coordinate/manage all aspects of the Region X web site, collect and edit all required materials.
- Manage the Region X Network NAFSA Discussion Board and social media networking sites.
- Coordinate all aspects of pre-conference mailing and conference program. Work closely with Conference Chair and others to assure accuracy, thoroughness, and timeliness of these publications. Work with Marketing and Development Rep to include advertisements, sponsor acknowledgments, etc. Coordinate mailing and/or web publication of the pre-conference material for all regional members.

- Assist Chair-Elect in recruiting, selecting, and training replacement. Serve as mentor to successor.
- Submit a written report of the previous year's activities to the Regional Chair at Spring Team Training.
- Encourage all forms of professional development activity within the region.
- Identify potential members and encourage membership in NAFSA. Represent NAFSA at non-NAFSA functions.
- Manage digital archive of regional materials.