**Job Description**

**San Antonio (SA) Branch Communications Chair**

**American Association of University Women**

**(AAUW)**

**Position Summary: The Branch Communications Chair oversees efforts to maximize the communications for the branch.**

**Responsibilities: The responsibilities of the Branch Communications Chair include:**

* **Be knowledgeable of the information contained on the AAUW national and AAUW Texas websites.**
* **Maintain the AAUW San Antonio website.**
* **Be knowledgeable of the information distributed by AAUW national and AAUW Texas through email, social media, and newsletters.**
* **Maintain the AAUW San Antonio email distribution through Constant Contact and social media.**
* **Prepare and distribute the AAUW San Antonio monthly newsletter.**

**Skills: Experience with Constant Contact, Facebook, Twitter, email, and website maintenance.**

**Time Commitments: Approximate time required for this position is 2-5 hours per month.**