

Minnesota Walk to Emmaus Board

Communications Director

Job Summary:

Provides communications with the community through e-mail, announcements, press releases, church bulletin announcements, Constant Contact. Coordinates with the website administrator so that all database information is current. Prepares a quarterly newsletter.

Essential Functions:

- Prepare newsletter for the community quarterly obtaining input for other Board members utilizing e-mail and regular USPS mail.
- Send out periodic updates to the community via Constant Contact, including preparation of announcements prior to upcoming Walks, post-walk announcements and special event announcements.
- Coordinate updates to the website with the website administrator.
- Coordinate with database/IMS coordinator to assist in up to date access to information.
- Coordinate communication with community via church bulletin announcements or other means.
- Coordinate prayer chain e-mails with prayer chain e-mail administrator.
- Obtain request for Agape letters and distribute to walk Agape team.
- Maintain archives in Emmaus file cabinet.