

COASTN Communications and Website Coordinator

Position Summary

The Communications and Website Coordinator is a voluntary, non-remunerated position responsible for supporting member engagement and communication through COASTN's social media platforms and website. The role works closely with the Committee, members, and website designer to ensure information is current, relevant, and accessible.

Key Responsibilities

- Manage and monitor COASTN social media platforms.
- Share and promote Committee news, events, celebrations, achievements, educational opportunities, and member engagement activities.
- Encourage positive interaction and engagement with COASTN members through social media.
- Ensure social media content aligns with COASTN values and professional standards.
- Liaise with the website designer regarding website updates, improvements, and maintenance requirements.
- Coordinate website content updates to ensure information is accurate, current, and relevant.
- Review website content regularly and recommend improvements where appropriate.
- Support the promotion of COASTN activities, events, and communications across digital platforms.

Time Commitment

- Additional time as required for social media management, website content updates, and liaison with the website designer. This commitment varies throughout the year depending on Committee activities, events, and communication needs.
- Attendance at two face-to-face Committee meetings.
- Attendance at approximately four to five after-hours Zoom Committee meetings annually.
- Attendance at the Annual General Meeting (AGM).