

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: Communications/PR Committee Vice Chair

Reports To: Communications/PR Committee Chair	Committee Assignment: Communications/PR Committee	Type of Interaction: In-Person
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Est Time Commitment: 8 hours/week	Term Limit: 1 year, renewable	Number of Openings: 1
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Position Description

An essential part of SAAACAM's Communications/Public Relations Committee team, the Vice Chair is responsible for co-developing marketing and public relations campaigns as well as other committee specific procedures and protocols in order to amplify the presence and voice of SAAACAM throughout the city of San Antonio, county of Bexar and surrounding areas. The Vice Chair will serve in the capacity of Chair in the absence of the Chair and will serve to ensure the integrity and success of the scope of the Communications/Public Relations Committee.

Deliverables

- Communications program co-developed within the first month in office,
- Public relations and marketing program co-developed within the first month in office,
- Ongoing evaluation of both programs to ensure circumspect accountability and success.

Prerequisites

Education and Training: Bachelors in Communications or relevant degree	Credential(s): NA	Key Competencies: Support actionable communications, marketing and public relations decision making by co-developing, analyzing, managing and reporting.
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To Apply

- Email a one-page cover letter on personal letterhead to admin@saaacam.org.

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

Suspense

All applications are due Thursday, 28 February, 2019 by 5PM.

Point of Contact

Ms. Tracy Watts and Dr. Charles Gentry, Communications/PR Committee Chairs at admin@saaacam.org.