



Mountain Post Santa's Workshop

PUBLICITY CHAIR

Position Description

DESCRIPTION OF DUTIES:

- Is responsible for advertising all MPSW activities.
- Creates an historical record of MPSW activities and accomplishments.
- Is responsible for the oversight of the MPSW webpage, MPSW Facebook Page and other social media.
- Provides a report of all activities within his/her scope of responsibility.
- Attends all Board Meetings.
- Attends and supports all activities, events and fundraisers.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

TIME COMMITMENT:

- Approximately 20 hours per month.
- Monthly hours will vary depending upon activities.
- The busiest months are September-December.

LENGTH OF COMMITMENT:

- Board Year running 1 April-31 March

WORK LOCATION:

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for donation pick up and fund-raiser events.