



State Communications Team Position overviews

Communications Director- Oversees the state communications team and its operations and finances; Organizes the various communication channels of the State Council and give advice and leadership therein; works with the entire state leadership team to promote the various state programs, initiatives, and projects; Help councils with their local communications as a tool for recruitment and retaining of members and building up the local councils and local parishes; Prepares the State Officers and State Fraternal Leaders for interaction with the media; serves as a non-voting member of the Executive Committee; serve as a member of the State Leadership and attend meetings of the State Leadership

Audio-Video (A/V) technician- Attends and assist at the various large meetings of the State Council (Organizational mtg, Mid-Year mtg, State Convention); help to set up various microphones, computers, projectors, screens and displays, and other A/V-related equipment

Forms Designer- Works with all aspects of the State Leadership to convert and maintain State Council forms to an online digital submission format

Graphic Designer- Works to develop graphics and images for the State Council to use in print, digital, and web platforms

Newsletter Editor- Works with the state leadership to edit and produce print publications, including The Knight Today, the pre-convention booklet, and the council resource books; Attends and assist during the State Convention; coordinates & publishes regular electronic communications (e-newsletters)

Photographer- Attends and assist at the various meetings of the State Council; take pictures throughout all activities and make available for use; creates photo videos of events to be shown at end of event

Print/Radio Coordinator- Attends and assist at the various large meetings of the State Council (Organizational mtg, Mid-Year mtg, State Convention); cultivates relationships with both Catholic and public media throughout the state; writes articles and posts and send articles to various print/radio platforms

Social Media Promoter- Organizes and publishes content to various social media platforms (Facebook, Twitter); Coordinates postings among the entire State Leadership team

Webmaster- Maintains our state website (specific to the technical side) and the related ancillary platforms associated within; Helps to maintain permissions and content as needed