

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Communications Coordinator

Serves as a non-voting member of the governing board and is appointed by the state affiliate board of directors.

Serves as publisher and editor of the Maine Academy of Nutrition and Dietetics Monthly Newsletter and MAND News Briefs and provides ongoing maintenance of the MAND website, www.eatrightmaine.org.

Requirements of position:

- Writing and editing ability
- Maintains personal computer, fax/email lines
- Maintains software (Microsoft Publisher – 2007)
- Maintains website (Earthlink)
- Communicates with all affiliate and AND members to assure input in all areas of practice
- Maintain job bank and business opportunities webpage provided by Career Opportunities Chair
- Provide timely member alerts
- Supports appropriate state meetings
- In conjunction with MAND President and Policies, Procedures & Bylaws chair, screen communications to MAND membership by following the policy for said communications

AND and STATE NEWSLETTER EDITOR JOINT RESPONSIBILITIES

- AND to provide current MAND member list
- AND to provide current affiliate presidents and president elects list
- AND to provide web link from AND to MAND website
- Share newsletter with other state affiliates
- Share newsletter with all affiliate presidents and president elects
- Send copy of newsletter to AND Affiliate Liaison

Revised and approved 3/15/11