

WASA-General Duties

Job Title: Director of Communications	Date: February 29, 2008
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Position Overview

This person will be responsible for the distribution of information to the members of WASA via newsletter, mailings, website or other viable methods of communication. General Public Relations, communicating the WASA message to the community. This often involves public communication to promote registration and WASA in General. Specifically you handle the website, advertising decisions and marketing.

Essential Job Functions

- Distribution of information to the members of WASA.
- Overall web site maintenance
- Coordination and execution of registration campaigns
- Maintaining a list of approved media outlets; and procedures for placing content with those outlets.

Non-essential Job Functions

- Answering WASA voice mail and/or E-Mails