**Job Title: Co-Chair—Creative Marketing, Communication & Technology Committee**

Job Duties & Responsibilities:

* Develop and distribute public information and marketing materials including newsletters (fall/spring) and brochures about the activities of the Association. This includes sending out announcements to members asking for contributions as well as re-capping larger events.
* Oversee and manage the KACE social media platforms (LinkedIn, Twitter, & Facebook)
* Assist event planning committees with public relations and marketing, including the annual conference
* Help to create promotional materials
* Collaborate with Co-Chair, Technology to manage KACE website
* Lead Communication & Technology Committee to develop content for social media, newsletters, and/or blog posts

Qualifications:

* Member of KACE
* Adaptable, self-starter, great team player
* Written communication skills a must
* Interest in technology
* Easily adapt to and learn new technology