

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** Communications Director

**Position Summary:** The Communications Director shall lead the committee in providing timely and comprehensive information to Chapter members about programs, workshops, and other matters of interest via Chapter social media channels and website; and providing timely and comprehensive information and other matters of interest about the Chapter to external resources. This Committee should use appropriate communications media available to publicize the existence of this Chapter and its activities to the community.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors

**Essential Duties and Responsibilities:**

* Provide timely and comprehensive information and other matters of interest about the chapter.
* Create and maintain a favorable image of the chapter working for the professional development of its members by: (a) keeping membership informed of chapter projects, activities and upcoming meetings, and (b) disseminating relevant professional information viewed as beneﬁcial to the members.
* In collaboration with the certification director, post information about certification and recertification to members. Provide information about any changes in recertiﬁcation requirements, changes in exam policies, changes in cost of exam, etc.
* Maintain web site, edit web pages, post PDF ﬁles and provide links to SHRM and other useful professional resources.
* Post chapter and SHRM information as needed to keep web site current and on social media.
* Manage chapter social media channels.
* Respond and monitor web site to ensure stability and functionality.
* Communicate with chapter Board of Directors to ensure all information on the web site is current and accurate and update as necessary.
* Recruit assistance from the Directors and membership for newsletter articles, surveys, etc.
* Compile, edit, design, and lay out the ﬁnal copy of the newsletter. Email newsletter out to the members.
* Provide report at Board meetings.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* Maintain adequate records for use by successors and other board members.
* SHRM membership is strongly encouraged.

**Requirements:**

* Be tech savvy and possess ability to maintain chapter social media, website and related/similar activities
* Possess ability to record, preserve, and upload meeting recordings
* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are required

**Training & Resources:**

* Engage with SHRM communication directors and chapter communication directors
* Attend Volunteer Leadership Academy
* Peer communication directors in other SHRM chapters
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Process monthly video of meeting and update to website (1.25 hours)
* Update website and maintaining social media (approximately 3 hours per month)
* Respond to questions from members and potential members regarding website (approximately 2 hours per month)
* Gather and disseminate information to members for events and meetings (approximately 2 hours per month)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).