

Volunteer Job Description
U. S. Green Building Council, Southwest Virginia Chapter
Based in Roanoke, Virginia

Volunteer Position Title: Communications Chair

Chapter Vision, Mission, and Aim:

Our vision: Southwest Virginia is a sustainable environment where people are prosperous, healthy, socially responsible, and harmonious with nature thus assuring the same for future generations. Our mission is to promote sustainable practices for the built environment through education and leadership in our community. The Chapter produces the following related to green building design, construction, and operations: educational and outreach programs, advocacy, and partnerships with other organizations. Our website is the main communications portal for a range of tasks related to these aims. For more information: see www.usgbcswva.org

Job Description:

Responsible for Oversight of Database, Website(s), Content and Global Web issues that are handled by volunteers. The Chair also communicates protocols and style guidelines as needed and as required by USGBC national, and assigns tasks to the appropriate Committee personnel.

Approximate Hours Per Month: 5 plus 5-10 hours quarterly

Commitment Timeframe: 13 months December (or starting month) – December (or last month). The first/last month is an 'overlap' month between outgoing and incoming Editors reserved for training, skills development and coordination/oversight. Incoming Editor takes over 100% beginning January (or second month).

Desired Qualifications:

- Proven management skills
- Experience with a range of media, including database (Lyris), RSS feeds, social media & web
- Ability to 'pinch hit' for any of the members of the team, or to verify necessary redundancies on the team
- Experience with Graphics software (Adobe, etc)
- Strong editorial skills (grammar, APA style, photos and graphics editing, layout editing, embedded links)
- Ability to manage deadlines
- Quick Study to attain needed skills
- Member of Chapter or willing and able to join Chapter (fee of 65.00/year)
- Commitment to the Chapter's vision and mission.

Specific Responsibilities:

- Point of contact for any item to be uploaded to the web, on updates or other communications
- Authorize use of paid expertise as required
- Review all web, email and print media at schematic phase, authorize progress to complete; authorize final
- Lead monthly Communications Committee meetings and collaborate with other Committee members to set policy and standards regarding the website.
- Prepare monthly Communications reports to the Board of Directors.

Positions Reports to: Board of Southwest Virginia Chapter

To apply for this volunteer opportunity, Contact: Monica Rokicki-Guajardo, Chair, Communications Committee
mrokicki@balzer.cc or communications@usgbcswva.org