

## **Open WUSS Executive Committee Position: Communications Coordinator**

Western Users of SAS Software (WUSS) Executive Committee (EC) is seeking applications for the position of **Communications Coordinator**. This position is appointed by current EC members, based on applications from WUSS attendees. The three-year term begins immediately after the closing session of the WUSS 2018 Educational Forum and Conference. Attendance is expected at the EC meeting following WUSS 2018 on Friday afternoon and Saturday until mid-afternoon.

### **Members of the WUSS Executive Committee:**

- participate in a volunteer capacity
- have knowledge of the WUSS organization and maintain a personal commitment to its goals and objectives
- have participated in in-house, local, special interest, regional or national SAS users' groups
- attend all WUSS EC meetings which are held
  - in person, usually three weekends per year: immediately following the WUSS conference, in winter (late January/early February), and in spring (late May/early June); travel expenses are covered by WUSS
  - via conference call and e-mail discussions, as needed

### **Position Description:**

The Communications Coordinator is a member of the Executive Committee (EC) and manages external communication and marketing for the WUSS organization, including the WUSS website, social media, and email platforms. Content for these venues is generated in collaboration with multiple sources including the Conference Chairs, conference team members and the WUSS EC. The Communications Coordinator will be responsible for reviewing and coordinating the posting of this content with the goal of maintaining a consistent and high-quality brand across all platforms. The Communications Coordinator should have strong communication skills, creativity, excellent organization and management skills, and effective leadership skills. Familiarity with web design and maintenance, social media engagement, marketing, and/or e-mail management systems is strongly desired.

### **Duties of the Communications Coordinator include:**

- Coordinate communication to WUSS attendees, potential attendees, and other interested external parties on all platforms, including the WUSS.org website, social media (LinkedIn, Twitter, Facebook, Instagram, communities.SAS.com), and email
- Maintain a consistent WUSS brand across all platforms of communication
- Chair a website committee
- Coordinate the work of the website committee, conference chairs, and EC to update and maintain the WUSS website
- Coordinate the work on an email management system (currently MailChimp), including email distribution lists, email templates, and schedules
- Coordinate the work on the social media platforms used by WUSS (currently Buffer for posting to LinkedIn, Twitter, Facebook and Instagram, and communities.SAS.com), including collecting, generating, and posting content, moderating forums, and maintaining an active presence
- Assist the WUSS Mobile App coordinator in moderating and maintaining an active presence on the mobile app social wall

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### To apply, submit:

- a resume highlighting your relevant professional and user group experience
- an explanation of why you will make a good EC member and what you will contribute to the WUSS EC
- your goals for WUSS
- why you should be selected as Communications Coordinator

Submit your application to the WUSS president (Sally Carson) at [president@wuss.org](mailto:president@wuss.org) by **July 15**. The WUSS EC will evaluate submissions based on the above criteria and make a decision by early August.

**Help us get the word out!** Feel free to pass this announcement along to any possible candidates. If you wish to nominate someone for this position, submit your nominations to [president@wuss.org](mailto:president@wuss.org) by **June 30**. We will then solicit an application from them.