

Greenville Woodworkers Guild, Inc.
Position Description

Title: Community Relations Manager

PDE No.: 11
Revision: 2
Date Adopted: Aug 13, 2012
Resolution: 2012-33

General Responsibilities:

The Community Relations Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and directing the public relations and advertising activities of the Guild.

Authorization:

The Community Relations Manager is appointed by the Vice President, Communications and serves at the pleasure of the Vice President, Communications. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Community Relations Manager may appoint such assistants as may be necessary to assist with the duties of the Community Relations Manager. Any such assistants serve at the pleasure of the Community Relations Manager.

Specific Duties and Responsibilities:

- Develop and maintain a roster of media outlets, businesses and community organizations for the purpose of communication about Guild activities and accomplishments
- Develop and distribute news releases, brochures, signs and other publications for the purpose of informing the public about Guild activities, objectives and accomplishments.
- Perform all the duties incidental to the office of Community Relations Manager and such other duties assigned to such office by the Vice President, Communications, President or the Board of Directors.