

## NETMGA POSITION DESCRIPTION

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### **Communications**

Revised 10/28/2020

**Position Overview:** Responsible for managing internal communication to Master Gardeners via NETMGA email account and postal mail.

#### **Qualifications:**

- Strong written communication skills
- Strong organization and computer skills
- Access to computer, word processing software, Sign-up Genius and email

#### **Responsibilities/duties:**

- Maintain email and postal mail distribution lists for membership
- Monitor NETMGA email account
- Create Sign-up genius invitations as requested
- Distribute emails for meeting notices, educational opportunities, and other correspondence of NETMGA at the direction of the President
- Print copies of Newsletter to send to members who do not have email; add postage and take to post office