



UNITED NATIONS ASSOCIATION
of the United States of America
GREATER CHICAGO CHAPTER

INFORMATION SERVICES CHAIR

Primary Responsibilities

- Reports to the Communications Director to coordinate overall communications strategy
- Develops and refines UNA-Chicago's core messages to ensure organizational consistency
- Identifies significant media and public policy issues that can be leveraged to support UNA-Chicago educational and advocacy mission, and implement plans to exploit them
- Works with Communications to push out relevant communications via the website
- Oversees all UNA-Chicago social media including, but not limited to: Facebook, Twitter, etc.
- Develops and maintains listing of community calendars through which to publicize UNA-Chicago events and programs
- Seeks other platforms and electronic media to enhance UNA-Chicago presence
- Manages all aspects of technology used to promote, manage, and deliver information regarding the activities of the Chapter.
- Oversees and manages a new website for UNA-Chicago with support from Communications Director
- Manages and updates the Google Apps account which includes e-mail, docs, calendar, forms, photos and videos, such as Google Hangout and tele-conferencing
- Supports group e-mail lists and updates
- Ensures website, domain, and other accounts are in good standing, including renewals
- Works with all other Board members regarding the dissemination of information, coordination of event postings, and other tasks
- Coordinates any modification or enhancements to technological platforms utilized by UNA-Chicago
- Submits weekly updates as necessary and appropriate
- Submits Committee Report prior to each Board Meeting
- Chair roles do not have voting rights but are welcome to attend all Board Meetings, submit programming proposals, and items for board discussion