## Communications Representative

**2-year term**

**Estimated time commitment of 4 hrs/month averaged across the academic year**

Responsibilities

* Continue the development and implementation of a comprehensive communication strategy
* Manage the APQI listserv and all of its sub-groups
* Ensure that the website is regularly updated with relevant content, news, events, and resources, and oversee any necessary maintenance and improvements
* Manage social media accounts, including content creation, scheduling, monitoring, and engagement with followers
* Develop and disseminate a quarterly newsletter (January, April, July, and October)

Minimum Qualities & Qualifications

* Knowledge of medical education and accreditation standards
* Excellent writing, editing, and verbal communication skills
* Proficient in social media management tools and website content management systems.

Preferred Qualities & Qualifications

* Familiar with different platforms for e-newsletters, blogs, LinkedIn, etc.
* Experience in multimedia communications
* Marketing and/or public relations experience