

Communications Coordinator (2 year position)

Must be a MTRA member in good standing

Must be a CTRS

This is a non-voting position

- Responsible for keeping website information current
- Responsible for coordinating on-line payment plan
- Responsible for increasing knowledge about website development and overall operations of the website
- Attend at least ½ of the yearly board meetings
- Responsible for communicating to the board any fees/paper work associated with the website

THIS POSITION WILL REQUIRE SEVERAL IN-PERSON TRAINING SESSIONS WITH THE CURRENT COMMUNICATIONS COORDINATOR PRIOR TO ASSUMING THE POSITION'S DUTIES.