**Purpose:** to ensure effective communication about Boogie and its values. To ensure Boogie is promoted through its website and social media and to help the Boogie Society and Committee effectively use its Google Domain tools for promotion, internal organization and internal communication.

**Time commitment:** 1-2 hours per week from June 1st to Sept 30. 1-4 hours per week from October 1 to Dec.30. 1-8 hours per week from Dec 30 to Mar 30. Significant contribution during April.

**Location:**

* Meetings are at the Boogie the Bridge office or other locations as needed.
* Work from home
* Meetings with other committee members TBA

**Qualifications:**

Website/ WordPress management experience

Some design experience helpful.

Excellent written and oral communication skills.

Significant comfort with social media. Prior promotion experience with social media helpful.

Significant comfort in using and teaching others how to use Google Tools, including Drive, Docs, Sheets, Slides and Forms

Knowledge and comfort in working with a variety of digital devices (computers using various operating systems, tablets, phones, cameras, sound systems and projectors.

* Excel data entry
* Pleasant manner
* Patience
* problem-solving ability
* dependable
* team-player
* respectful
* Time management
* ***Please note:*** *Criminal Record required*

**Support:**

**Age Requirement:** 19 and older

**Dress Code:** Boogie the Bridge attire for all scheduled meetings

*\*Criminal Record Check required*

*\*Sign a confidential agreement*

*\*Boogie Handbook provided*