

## **Volunteer A/TA Public Affairs Coordinator**

*The Airlift/Tanker Association is seeking a volunteer to act as the Association's Public Affairs Coordinator for the purpose of developing, coordinating, and implementing public affairs internal/external outreach activities utilizing print, email, and social mediums:*

### **RESPONSIBILITIES AND DUTIES:**

- Develop and implement public affairs communication and marketing strategies promoting the A/TA
- Develop strategies for posting/maintaining relevant content for A/TA websites and social media
- Advise A/TA Board of Officers (Report to Secretary)
- Attend A/TA Board meetings
- Manage all A/TA related convention Public Affairs activities; coordinate with A/TA VP Programs
- Coordinate with USAF/AMC/ANG/AFRES Public Affairs and manage activities
- Develop strategies to select/solicit additional Public Affairs help/volunteers as necessary (i.e., Deputy A/TA Public Affairs Coordinator and Media Contributors)

### **KNOWLEDGE, EXPERIENCE, AND SKILLS:**

- A/TA member in good standing and attendance at a past convention(s)
- Working knowledge of A/TA and its mission
- Strong social media experience with posting, responding, and maintaining content
- Ability to communicate effectively, both orally and in writing
- Analytical and consulting skills
- Ability to research and report Air Mobility related content
- Ability to think critically and creatively
- Self-starter willing to explore, assess, and promote new communicative and marketing initiatives
- A team builder willing to volunteer time and effort
- Keen understanding of deadlines and suspenses
- Flexibility

### **BENEFITS:**

- Work directly with A/TA national leaders and advisors
- Build journalist credentials
- Get published in award-winning professional Military Journal: Airlift/Tanker Quarterly
- For military personnel; get strong inputs for performance reports
- Expand your professional network
- Opportunities to participate in and support A/TA Board of Officer activities and annual national convention

### **EXPECTED TIME COMMITMENT**

- 1-5 hours per week
- 5-20 hours per month