

# Interim Communications/Outreach Subcommittee

We are seeking new or existing DC Cooperative Stakeholders Group members to support during an interim period, supporting communications, outreach, and coordination needs.

This team will have an essential role in ensuring that the Stakeholders Group maintains its objectives for co-op ecosystem growth and interconnectivity.

## Tasks include

### General Administration -

- Planning, promoting, and coordinating monthly general and subcommittee meetings (if applicable).
- Curating and redistributing resources shared by members and stakeholders during or between meetings, via online or offline media channels.
- Logging and/or curating meeting notes into post-meeting digest for distribution to the broader group of meeting attendees.
- Distributing meeting announcements and other relevant updates to all stakeholders.

### General Community Management -

- Supporting further content sourcing, editing, and distributing of community sourced co-op ecosystem newsletter and
- Maintaining correspondence with members and subcommittee representatives to share updates out to broader Stakeholders Group and aligned networks.
- Performing administrative tasks (e.g. printing when applicable, follow-up emails, referral introductions, and others as necessary)

### Communications / Technical Maintenance Onboarding Support -

- Providing IT Training and onboarding assistance for sufficient maintenance and management of the Stakeholder Group's current online platforms and accounts.
  - **Documents** - Google Drive / Website

- **Email** - Gmail / Mailchimp / Web Hosted
  - **Calendar** - Google / Website
  - **Social Media** - Instagram / Facebook / Twitter / LinkedIn
  - **Internal Communications** - Slack / Website
- Compiling overview of ongoing relevant overhead expenses to distribute among willing group members and/or sponsors.

### **Ecosystem Growth and Engagement Activities -**

- Providing creative services for production of public education materials.
- Creating content for social media on various platforms for members to share with their respective audiences to promote group and partnered ecosystem efforts.
- Facilitating recruitment of external or internal ambassadors who can work closely with partners and members.
- Developing new processes and channels of communication to receive inquiries and establish a more continuous feedback loop with and between all stakeholders.
- Identifying and scoping technical improvements that will help leverage the group's existing assets for maximizing opportunities to create meaningful connection and engagement between stakeholders.

All selected recruits will receive a personalized @dcstakeholders.coop email address.

**This is a commitment of an estimated minimum total of up to 10 hours per week shared between group members.**