



Midwestern Chapter International Society of Arboriculture



Communications Liaison Job Description

Design, develop, update, administer and publish Chapter Web site and electronic newsletter

Design, develop, update and administer Chapter registration system pages
Annual Conference and Trade Show, MW-TCC and TRAQ

Manage online registrations
Annual Conference and Trade Show, MW-TCC and TRAQ

Design and develop conference brochures and MW-TCC t-shirt logo

Attend Chapter Annual Conference and Trade Show and MW-TCC
Manage on-site registration activities

Process all bulk email activities

Design, develop, administer and update Chapter social media activities

Member States

IOWA KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA