



Intentful Tech Collaborative

COMMUNICATIONS COMMITTEE LEAD

The Intentful Tech Collaborative is seeking creative, strategic individuals who are passionate about strengthening the digital capacity of equity- and justice-based organizations.

As a the Communications Committee Lead, you will be part of our leadership team. This means that above all, we are looking for mission-aligned individuals who want to help us build a sustainable, ethical, and impactful organization. As part of the leadership team, you will have the opportunity to engage in strategic conversations and have input during this formational phase of our organization. You will also be responsible for managing and setting the strategy for the Communications Committee.

Time Commitment

We estimate that this volunteer role will require between 2-4 hours per week, depending on how busy we are. As this is a leadership role, we highly prefer candidates who can commit more than 3 months to this position and want to be involved in the Intentful Tech Collaborative long-term.

Your Responsibilities as the Committee Lead

As the Communications Committee Lead, you will help set Intentful Tech Collaborative's communications and outreach strategy and manage its execution. You will also assist in recruiting additional members to the committee. This is an exciting position that will give you the opportunity to interface with many members of the Intentful Tech Collaborative including the leadership team, advisory network, and board of directors, as well as our extended network of technologists and organizations. We are looking for two (2) Communications Leads who will share the responsibilities listed below:

Main Responsibilities

- Project management of the Marketing & Communications Committee:
 - Setting goals, deadlines, and agendas for meetings
 - Delegating responsibilities and ensuring your team is on track
- Serve as the main point of contact for the Marketing & Communications Committee
- Collaborate with Intentful Tech Collaborative's leadership team to develop the strategic direction of the organization

Additional Commitments

- Attend the majority of all-hands meetings (once a month)
- Attend Leadership meetings (once a month)
- Lead Marketing & Communications committee meetings on a regular basis (as needed)
- Check-in (via Slack or phone) with Mel/Nicole once a week, or as needed
- Bonus: make valuable connections for Intentful Tech in business development, partnerships, and expertise

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Preferred Skills

We are primarily looking for individuals who will be comfortable managing and working with a team of individuals with diverse skill sets. As we are a brand new organization, you are ideally a self-starter and excited about the prospect of building the communications strategy from the bottom up. Aside from this skill, any skill(s) from the list below may be helpful:

- Email marketing
- CRM
- Visual design / graphic design
- Branding
- Nonprofit communications
- Grant-writing
- Individual fundraising
- Writers / content creators
- UX design
- Event planning

About the Communications Committee

Every day, we encounter so many passionate, talented individuals who are interested in building technology for the public good as well as nonprofits that want to better leverage technology to further their missions. The primary purpose of the Communications Committee is to help cultivate this network into a community and ensure that people and organizations find the right opportunities to engage.

Below are some of the activities we anticipate this committee will tackle:

- Cultivating our brand & messaging
- Promoting Intentful Tech's events and programs through content creation and digital marketing (email newsletter, social media, etc.)
- Supporting our network of technologists and organizations by helping outside individuals/groups share opportunities or connect with each other
- Developing our website

WORKING WITH US

As a volunteer-run organization, we are deeply committed to moving patiently and intentionally through our work, respecting a healthy volunteer-work-life balance for all members. The well-being of our volunteers and partner organizations will always be our top priority. As a collaborative, we take care of each other!

Intentful Tech Collaborative is committed to equity and actively seeks volunteers with diverse perspectives and experiences. All are encouraged to apply for positions with the Intentful Tech Collaborative regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity or expression, genetic information, marital status, status with regard to public assistance, or veteran status.