

VP of Communications

The VP of Communications will play a critical role in ensuring smooth, efficient communication between the club and external partners, as well as within the club's leadership team. This role involves collaborating on planning the club's semester calendar and communicating with outside firms, professors, and event partners. This individual will be highly organized, proactive, and able to manage multiple responsibilities while fostering positive relationships with both internal and external stakeholders.

Key Responsibilities:

- 1. External Communication & Logistics:**
 - Act as the main point of contact for communicating with outside firms and partners regarding club meeting logistics, event details, and partnership opportunities.
 - Coordinate the scheduling and organization of meetings with external stakeholders, ensuring all logistics are clear and well-executed.
- 2. Collaboration on Club Calendar:**
 - Work closely with the President, VP of Marketing, and Secretary to help plan and establish the semester's calendar of events, meetings, and activities.
- 3. Room Reservations & Meeting Logistics:**
 - Work with TAC's club advisor to reserve meeting rooms for club meetings and events.
 - Ensure that all necessary spaces are secured in advance for smooth and efficient club activities.

Qualifications:

- Strong written and verbal communication skills.
- Highly organized with the ability to manage multiple tasks and deadlines.
- Experience with event coordination and managing logistics for meetings or events.
- Proficiency in Google Suite, email platforms, and general office software.
- Ability to work collaboratively in a team environment and communicate effectively with both internal and external stakeholders.
- Professional demeanor and ability to interact with external firms, professors, and other professional contacts.
- Experience with or interest in student organizations, event planning, or external relations is a plus.