



Seattle SHRM Deputy Director, Communication & Technology

Role Overview:

The Deputy of Communication & Technology supports the Vice President of Communications in executing Seattle SHRM's digital and communication strategies. This hands-on role is ideal for someone who enjoys creating content, supporting digital outreach, and keeping communication platforms up to date. Responsibilities include assisting with social media posts and graphics, drafting newsletters and blog content, updating the organization's website, and carrying out a variety of communication-related tasks as directed.

Key Responsibilities:

- Design, schedule, and publish social media posts across platforms to promote events, initiatives, and member engagement
- Assist with basic graphics (e.g., social posts, emails, web visuals) when custom content is needed
- Support creation and distribution of email newsletters, blog posts, and other member communications as directed
- Coordinate with board members to gather content and maintain an engaging online presence
- Make periodic updates to the website (e.g., events, news items, resource pages)
- Help ensure brand consistency and quality in all digital communications
- Pull engagement metrics from social media and email platforms to support communications reporting and strategy
- Support the VP of Communications with special projects and other duties as assigned

Qualifications:

- Familiarity with social media platforms (e.g., LinkedIn, Facebook, Instagram)
- Basic knowledge of website editing platforms (e.g., WordPress, Wix, or similar)
- Some experience with graphic design tools (e.g., Canva, Adobe Express, or similar)
- Strong writing and editing skills, especially for digital content
- Reliable, detail-oriented, and responsive to deadlines
- Interest in communications, marketing, or digital media
- Ability to work collaboratively in a volunteer team environment

Commitment:

As the Deputy Director, Communication & Technology of Seattle SHRM, you are expected to dedicate a moderate amount of time to designing social media campaigns and ensuring the effective implementation of the chapter's strategic plan.

Resources Available:

SHRM Chapter resources, including best practices, position descriptions, operational guides, and more (available at www.shrm.org/vlrc).

- [Seattle SHRM Bylaws](#) –review annually, need revision in 2025 for aligned election process
- [Seattle SHRM President Onboarding Guide](#)
- [Seattle SHRM President Transition Document](#)
- [SHRM Volunteer Leader Resource Center](#)
 - [Volunteer Leader Playbook](#)
 - [What's New at SHRM](#)
 - [Glossary of Terms](#)
 - [Volunteer Leader Webcasts](#)
 - [SHRM Volunteer Structure](#)