**ON DPG JOB DESCRIPTION**

**POSITION TITLE:** E-blast Coordinator

**BRIEF DESCRIPTION OF POSITION:** The ON DPG e-blast Coordinator is appointed by the Executive Committee and serves a one-year term of office which is negotiated annually.

**QUALIFICATIONS:**

1. The ON DPG e-blast Coordinator must be a member of the Academy of Nutrition and Dietetics.

2. The ON DPG e-blast Coordinator must be a member of the Oncology Nutrition Dietetic Practice Group (ON DPG).

**SPECIAL SKILLS:** Knowledgeable with the word documents application, email marketing software, proofreading and editor experience helpful but not required. Good verbal/written communication skills and organizational skills a must. Access to Internet.

**FUNCTIONS/TASKS:**

1. Sends two e-Blasts monthly. E-Blasts will be sent during business hours, between 8am and 6pm EST, on the first business day closest to the first day of the month and the closest business day for the 15th of the month.
2. Two weeks prior to the respective e-Blast deadline, the e-Blast Coordinator will solicit each executive committee member for announcements. This should help decrease the number of e-Blasts being sent to members. The goal is to avoid excessive e-Blasts, which should increase the likelihood that each e-Blast is read fully.
3. Edit and proofread content and enter into the online email marketing company template. Then send a copy to be proofread by the chair, chair elect, the Academy ON DPG Manager, communications coordinator, website administrator and the individuals who have submitted content to the e-Blast.
4. All advertisements for sponsors will be included as coordinated with the sponsorship coordinator. The sponsored post should contain this verbiage within the post “You are receiving this e-blast as part of an advertising agreement to support ON DPG programs and activities. Acceptance of an advertisement should not be construed as endorsement by the Academy/DPG of the product or the advertiser.”
5. Sends welcome letter to newly joined members each month.
6. Attends Executive Committee Meetings and participates in Conference calls as requested by Chair.
7. Performs ON DPG website updates relevant to the position of e-blast coordinator.
8. Act as an advisor to successor.
9. Performs other duties as assigned by the Chair and/or Executive Committee.

**ESTIMATION OF TIME COMMITMENT:** 6 hours per month

5/2012; 12/2014; 3/2019