



Tellico Life Board Job Description Publicity and Marketing

Key Responsibilities

- Develop and execute a plan for spreading the word about TellicoLife to members of the Tellico Village community and surrounding area
- Work with the Recruiting and Retention chair to develop a plan for communicating to area clubs and organizations
- Distribute Rack Cards to POA Welcome center and other spots around the village
- Review Rack Card content annually or when the supply runs low

Skills Required

- Good communication skills
- Ability to write short publicity articles
- Knowledge of how to post content to Facebook, Nextdoor, etc.

Time Commitment

- As needed to create and distribute publicity
- Monthly TellicoLife Board meeting: 1 day per month, 2 hours