

Position: Communications Director

Role

The Communications Director leads strategic communication efforts to raise awareness, promote engagement, and enhance the public profile of the American Association of Interpreters and Translators in Education (AAITE). This role ensures consistent, clear, and mission-aligned messaging across all channels, supports advocacy goals, strengthens internal and external communication systems, and helps cultivate a strong community of members, stakeholders, partners, and the public.

Term and appointment

- Term: 2 years, up to two consecutive terms according to the ByLaws
- Elected or appointed according to the bylaws and board policy
- Serves as a voting member of the Board and of the Executive Committee

Core Responsibilities

- Strategic Communications Planning
- Brand and Messaging Management
- Content Management
- Stakeholder Engagement and Outreach
- Internal Communications
- Event Promotion and Support
- Time commitment

Qualifications and competencies

- Strong strategic communication and messaging skills with the ability to adapt content to diverse audiences
- Ability to synthesize complex information into clear, concise, and mission-aligned messaging
- Proficiency in managing digital communication platforms, including social media, websites, and content management tools
- Professional judgment in handling sensitive communications and representing the organization publicly
- Commitment to consistency, inclusivity, and transparency in all communications

Time commitment

- 6 to 10 hours per month