

Position Title: Winter Conference Media Contact

Supervisor: Committee Chair

Location: North Central Woodland Owners Conference

Purpose: Write a press release announcing winter conference and distribute to local media contacts.

Duties & Responsibilities:

- Draft a press release
- Distribute to local media contacts

Qualifications & Skills:

- Effective, strong writing skills
- Organized and timely

Length of commitment: One-time event

Days/times volunteer is required: Fall planning meeting, follow up afterwards, and day of conference (2nd Saturday in February)

Benefits to the volunteer: Meet speakers firsthand and learn a little more about them to share with audience. Ensure timely presentations for attendees to enjoy full schedule of events and keep on time

Training provided or other details: Day of planning meeting. Example press release will be sent to volunteer, as well as list of media contacts