Attachment A:

**Statement of Work – DEVELOP National Program**

**Position:**  Communications Fellow

**Dates:** Spring Interim April 4 – June 3, 2016

**Duties & Responsibilities:**

*Objective: Fulfill all Communication Fellow duties as required.*

Responsibilities:

* Communication:
	+ Join the National Telecon and report applicable activities/updates
	+ Join weekly Communications Team tag ups
	+ Join the biweekly Junto
* Organize social media campaigns: organize for summer
* The DEVELOPer Newsletter: finalize content and design
* Publications & EOX:
	+ Identify means of encouraging summer project teams to pursue publishing results
	+ Provide technical edits and feedback on EOX article submissions
	+ Identify new venues to publish in
	+ Maintain DEVELOP publication spreadsheet
* DEVELOP website: support content creation for news updates, hero banners, updates to pages, etc.
* Virtual Poster Session: engage in launch and support dialogue on every video
* Quadchart Collection: collect and compile weekly activities, pictures, etc.
* Recruiting: coordinate the Campus Ambassador Corps, track outreach efforts, support social media campaigns, etc.
* Inter-Node Communication: explore potential opportunities for sparking increased communication between nodes and project teams
* DEVELOP promotional videos :
	+ 1 minute promotional video
* Create a virtual workshop series of “how to” and best practices for communication-related activities : technical writing, tutorial creation, video making
* Organize and clean up Comm Team Google Drive

General Responsibilities:

* Read the updated DEVELOP handbook
* Engage in the VPS launch & activities – commenting/dialogue
* Ensure all activities (conferences, presentations, outreach events, etc.) are recorded and included in tracking metrics spreadsheets
* Actively engage with and utilize DEVELOPedia
* Support and coordinate meetings and activities with advisors and project partners
* Support external publication editing and writing
* Conduct recruiting activities for future terms
* Support and coordinate any conference and/or meeting activities for your location
* Review any project presentations by participants from your node for conferences
* Support DEVELOP’s social media outputs - Facebook, Twitter
* Prepare and deliver presentations and other information as requested by DEVELOP NPO and Applied Sciences Program management
* Maintain open communication lines with Center leadership, advisors, and NPO

**Deliverables & Deadlines:**

* DEVELOPedia Edits – 4/29
* Spring VPS – 5/4
* 1 min Promo Video – 5/6
* CAC Summer Application – 5/6
* Newsletter – 5/12
* Summer Social Media Campaign Announcement – 5/13
* EOX Article Review – 5/20
* Google Drive Organization – 5/20
* Virtual Workshop Content – 5/27
* National Telecon Participation – 4/6, 4/13, 4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1
* Junto Participation – 4/8, 4/22, 5/6, 5/20, 6/3

Offices Closed: In Observance of Memorial Day on 5/30