

Open WUSS Executive Committee Position: Communications Coordinator

The Western Users of SAS Software (WUSS) Executive Committee (EC) is seeking applications for the position of **Communications Coordinator**. This position is appointed by current EC members based on applications from WUSS attendees. The term begins immediately and continues through the 2027 conference. Attendance is expected at EC meetings immediately after appointment.

Members of the WUSS Executive Committee:

- Participate in a volunteer capacity.
- Have knowledge of the WUSS organization and maintain a personal commitment to its goals and objectives.
- Have participated in in-house, local, special interest, regional or national SAS users' groups.
- Participate in the annual conference.
 - Registration and travel expenses for the annual conference are covered by WUSS.
- Attend all WUSS EC meetings which are held:
 - In-person.
 - One in-person meeting usually coincides with the annual conference.
 - Possibility of 1 or 2 more as needed (Travel covered by WUSS).
 - Via video conference call and email discussions.
 - Monthly scheduled video calls.
 - Additional video calls and email discussions as needed.

Position Description:

The Communications Coordinator is a member of the Executive Committee (EC) and manages external communication and marketing for the WUSS organization, including the WUSS website, social media, and email platforms. Content for these avenues is generated in collaboration with multiple sources including the conference chairs, conference team members, and the WUSS EC. The Communications Coordinator will be responsible for reviewing and coordinating the posting of this content with the goal of maintaining a consistent and high-quality brand across all platforms. The Communications Coordinator should have effective leadership and communication skills, creativity, excellent organization, and management skills. Familiarity with marketing strategies, web design and maintenance, social media engagement, and email management systems is strongly desired. Experience with Canva, HTML, Buffer, and Mailchimp is a plus.

Duties of the Communications Coordinator include:

- Plan and execute marketing strategies for all WUSS activities including the annual conference and virtual trainings.
- Coordinate communication with WUSS attendees and other interested external parties on all platforms, including the WUSS.org website, social media (LinkedIn, X, Facebook, Instagram, communities.SAS.com), and email.
- Maintain a consistent WUSS brand across all platforms of communication.
- Select and chair the Communications Committee.
- Coordinate the work of the Communications Committee, conference chairs, and EC to update and maintain the WUSS website.
- Coordinate the work on an email management system (currently MailChimp), including email distribution lists, email templates, and schedules.
- Coordinate the work on the social media platforms used by WUSS (currently Buffer for posting to LinkedIn, X, Facebook, and Instagram, and communities.SAS.com), including collecting, generating, and posting graphics and content, moderating forums, and maintaining an active presence.

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To apply, submit the following:

- A resume highlighting your relevant professional and user group experience.
- An explanation of why you will make a good EC member and what you will contribute to the WUSS EC.
- Your goals for WUSS.
- Why you should be selected as the WUSS EC Communications Coordinator.

Submit your application to the WUSS president at president@wuss.org by **March 16, 2026**. The WUSS EC will evaluate submissions based on the above criteria and make a decision quickly.

Help us get the word out! Feel free to pass this announcement along to any possible candidates. If you wish to nominate someone for this position, submit your nominations to president@wuss.org by **March 2, 2026**. We will then solicit an application from them.