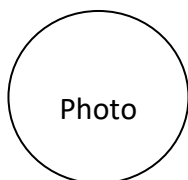


Team Role Introduction for New Staff - Sample

Welcome to the Communications team!

There are four people who work together on the Communications team.

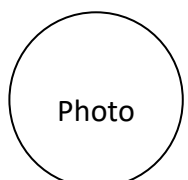
This explains their jobs and how they will work with you.



Communications Manager: Maria is the team leader. She is the manager for everyone on the Communications team.

María Jiménez

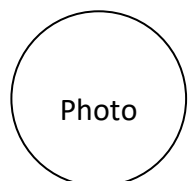
She runs the weekly team meetings and keeps everyone on track.



Website Coordinator: Sarah runs the website.

Sarah Hardy

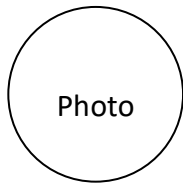
She keeps it up to date and adds new information and stories. She might ask you to write things to put on the website.



Social Media Coordinator: Alexei runs the Twitter and Facebook pages.

Alexei Popov

He might ask you to write things to share on social media.

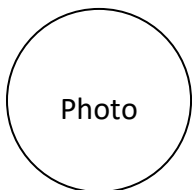


Storyteller:

Jane Massawe

Jane talks to the people that our organization helps.

She listens to their stories and you will help her write those stories into something the organization can share.



Content Writer:

You!

You will be a writer. You might write blog posts, new information for the website, articles, or help with social media posts.

Maria will train you on how to do this.

Alexei, Jane, and Sarah will ask for your help to write content to share in different places.