

April 24, 2024

Assistant Communications Officer

I worked closely with Bob Park to create and assemble the District eBlasts using the online Mailchimp software. For all eBlasts the same process is followed. Bob creates the content and forwards it to me in a formatted template with preferred send dates. I then assemble the content of the newsletter in the Mailchimp. Once the content is reviewed by Bob and myself I schedule the sending of the eBlasts.

Periodic maintenance of the Audience or member list in Mailchimp is required. I upload member lists provided by Bob, as well as unsubscribe individuals who no longer wish to receive the eBlasts as requested.

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