



Ramon:

- Monthly VCA Content Submissions
- Burrells
 - Monthly Reports to committee and board
- Coordination with Agency Xi: Influencers, Social Media & Film
- Coordination of MendoMoments (15 minimum per year)
- Liason between film & video crews
- Website Management
- All Analytic Reporting
- Fact Checking
- Video & Image Requests

Travis:

- All Marketing Materials
- FB Partners at Work page
- All Stakeholder/Partner Communications (PR & Marketing Related)
- BID, Annual, Quarterly reports and Annual Marketing Plan
- Building/Content for Landing Pages
- Brand Standards
- P/R with Ko

Other Duties:

- Press Releases (Ko)
- Press itineraries (Emily)
- Consumer Newsletter (Outsource)
- MendoMoments content (Outsource)