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| --- | --- | --- | --- | --- |
|  | COMMUNICATIONS | MARKETING | ADMINISTRATIVE | OUTSIDE RESOURCES |
| **Website** | 2 hrs/week | 15 hrs/week | 2 hrs/week | $5,000 per year |
| **Newsletter** | 0.5 hrs/week | 5 hrs/week | 0.5 hrs/week | $1,500 printing |
| **Email** | 0 | 2 hrs/week | 0 | $1,750 email service |
| **Blog** | 0.5 hrs/week | 5 hrs/week | 0.5 hrs/week | 0 |
| **Social Media** | 0 | 5 hrs/week | 0.5 hrs/week | 0 |
| **PR** | 2 hrs/week | 3 hrs/week | 0 | $1,000/month retainer |
| **Project Meetings** | 0 | 0 | 2 hrs/week | 0 |
| **Research** | 0.5 hrs/week | 2 hrs/week | 0 | 0 |
| **TOTAL** | **5.5 hrs/week** | **37 hrs/week** | **5.5 hrs/week** | **$20,250 per year** |