

Marketing and Communications Coordinator

The Marketing and Communications Coordinator oversees the Parents' Club's digital communications.

Tasks Include:

- Develops and oversees communications plan and strategy for Parents' Club.
- Ensures that all communications accurately and consistently convey the programs, activities, and purposes of the club.
- In coordination with the President, oversees all brand identity and marketing initiatives.
- Broadens awareness of the club's programs and priorities. Designs and publishes the monthly email.
- Documents key club events and activities. Organizes photographers and others to photograph and contribute messaging for social media platforms.
- Attends all monthly meetings of the Parents' Club Board of Directors. Works with the Board to coordinate club communications. Assists with and advises on other club activities as needed.