

## Volunteer Position Job Description

**Job Title:**

**Communications Coordinator**

**Purpose:**

To ensure parents have access to all PAC information and to promote events and volunteer opportunities at the school.

**Location:**

Most duties can be performed at home.

**Key Responsibilities:**

- Maintain and update crescentparkpac.com as required
- Ensure information on website is correct and up to date
- Post newsletters
- Ensure all information including emails and contact information is kept confidential
- Develop communications protocol for PAC
- Respond to or direct all inquiries to the proper person
- Assist Events Chairs with their Communications needs
- Liaise with PAC executive and members
- Update PAC notice board at school
- Circulate emails to members as required
- Be point person for communications related issues
- Get required approval from PAC executive or Principal before posting or circulating information

**Reports to:**

PAC Executive

**Length of Appointment:**

September – June

**Time Commitment:**

A few hours a week to update notice board and website.  
More hours may be required at the beginning of the school year and before large events like Spring Fling and Fun Fair.

**Qualifications:**

Familiarity with website development, Wordpress, newsletters and email communications is preferred.

**Support:**

PAC Executive, Committee Chair