

# Dailard School Foundation

**Job Title      Communications**

## **GENERAL DESCRIPTION**

This position serves as the communications specialist and provides support to DSF initiatives.

The goal of this position is to ensure that Dailard parents understand that the DSF is a volunteer organization of parents and teachers and to communicate our mission. To support various events, programs, and meetings by providing communication tools.

## **SPECIFIC POSITION DUTIES**

- Coordinate press release/materials for any school event that are press worthy and that the Principal authorizes.
- Collaborate with School Events and Fundraising Chairs to share information on DSF related events. Occasionally attend committee meetings to ensure that necessary information is included in newsletter or other communications.
- Keep “Poster” volunteer apprised of all sign requests and ensure advertising of DSF related events, and programs are posted around the school.
- Oversee and manage email communication regarding DSF related issues.
- Offer assistance to committee chairs and event chairs in developing fliers or other relevant advertisement to meet the need of the event.
- Manage Decorating and Communication Committee providing updates to board (bring decoration events list to board for approval)

## **BOARD MEMBER RESPONSIBILITIES**

- Attend DSF Board Meetings and General Meetings
- Be an enthusiastic supporter of all activities and projects of the DSF.
- Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization.
- Encourage parents to become active participants.
- Be host/hostess at any DSF function, making sure everyone is comfortable and feels welcome.
- Be willing to assist with other tasks as needed.

POSITION TERM      2 Academic Year

TIME COMMITMENT      Low - Medium