

PiP Director of Communications

Job Description

Characteristics:

- Desire to serve Parents in Partnership, the school, parents and ultimately the students
- Understanding of the mission of PiP
- Good listening skills
- Collaborative spirit & Proactive mindset
- Effective communication skills

Responsibilities:

- Manage flow of communications for all events, activities and committees sponsored by Parents in Partnership by defining clear communications processes, leveraging all available communication channels, and ensuring consistency in tone/voice.
- Create communication/promotion plans and timelines with input from PiP Board members and committee chairs (or designated committee members).
- Prepare and publish all information utilizing the following communication tools:
 - PiP Calendar: Ongoing
 - PiP Newsletter: Monthly or As Needed
 - School Newsletter: Weekly
 - Social Media Sites & Group Pages: Ongoing
 - PiP Website: Ongoing
 - Fliers/Carpool Promotions: As Needed
 - Email Blasts: As Needed
 - MySchoolAnywhere (MSA): Membership Drive & As Needed
 - SquareUp for Spirit Wear & Tickets, Donations & Sponsorships: As Needed

Additional duties include:

- Manage the Room Parent program for PYP
- Serve as the Lead Room Parent Coordinator
- Other responsibilities may be assigned by the President and/or Vice President based on need

Term:

This position requires a two-year commitment

Training and Resources:

- One-on-one with outgoing Director of Communications
- Past files and examples
- Training on working communication platforms, including Weebly (PiP Website), My School Anywhere (Membership), Square Up (Spirit Wear & PiP Financial Transactions)