

Public Relations Coordinator

Job Type:

Part Time (16 hours a week); Office hours will be set with Administrator; Reports to DCA Administrator

Job Description:

The role will also maintain the school's community relations by initiating working relationships with community leaders and taking opportunities to educate organizations and groups about DCA and current events and activities.

The coordinator will be responsible for leading and organizing our fall and spring fundraisers. This will entail coordinating committees, ordering supplies, managing volunteers, working with donors and sponsors to collect donations for fundraisers, and communicating details to staff and families.

The coordinator will create and implement strategic fundraising and advertising campaigns.

The Family and Fundraising Coordinator is expected to be organized and efficient in communication in order to serve the families of our school.

This position will work closely with the administrator and administrative assistant to help organize and record family service hours and fundraiser income.

The coordinator will record service hours and communicate with families when shortages or abundance of hours occur. He/she will communicate if additional fees are incurred.

He/she is expected to meet with the Administrator to discuss events, opportunities, and calendars regularly.

The employee will maintain a positive atmosphere that is conducive to learning and working. This includes maintaining a professional appearance that abides by the dress code outlined in the personnel handbook.

The employee agrees to be present and arrive on time for his/her part-time responsibilities. He/she is expected to observe appropriate office hours and instructional time as defined by Administration.

The coordinator is expected to be present for staff meetings on Mondays at 3:45-4:45 pm unless otherwise approved by the administrator.

He/she should represent our school in a professional and positive way in behavior and dress at all functions and fundraising opportunities. The coordinator will take the lead on fundraising and seeking out sponsorship opportunities (like our Steak Out event and fall/spring raffles). He/she

will work independently, delegating responsibility to others during fundraising endeavors and follow up on all donations with appreciation and thank you notes.

The coordinator will work with the administrator to create and organize volunteer opportunities for families at DCA, inspiring families to take on active roles of leadership within DCA. He/she must delegate responsibility to key individuals and help them develop others to carry out events. (Includes events like Pies for Pastors, Teacher Appreciation Week, lunch volunteers organization, chapel speakers, etc.)

The coordinator will help communicate via Facebook, Remind, Parent Portal to ensure families are informed of volunteer opportunities and events at the school.