



Guadalupe Home & School Club

Communications

General Duties:

- Responsible for working with the Board Members, GHSC Committee Chairs (programs & events), Principal and Admin to communicate and create announcements, updates, community solicitations, and invitations to the community on a weekly/monthly basis.
- Solicit content, create graphics/content, & publish:
 - Social media account Admin (weekly)
 - Newsletters (monthly)
 - Quick emails / Dedicated emails (weekly)
 - GHSC.net website updates (monthly)
 - Marquee slides (monthly)
 - GHSC Google Calendar Admin (monthly)
 - Printed signage/banners for events (as needed)
- Monitor and ensure the resolution of any issues within above platforms
- Coordinate with Directory Chair for Toolkit / GHSC.net content updates
- Coordinate with "Good Morning Guadalupe" lead about GHSC content to share with student community
- Be present for monthly All Member GHSC Board Meetings.