



## Job Description:

### Vice-President Communications

---

The Vice-President of Communications works to facilitate Northshore Council PTSA communications in order to inform, engage, educate and inspire local PTAs and beyond.

- Oversee PTSA communication channels, including, but not limited to, website, social media channels (e.g., Facebook, Twitter), newsletter, and email.
- Work to ensure consistent branding and messaging across all communication channels.
- Update and maintain domain email address forwards.
- Plan and organize communication strategies, utilizing both internal as well as external channels when appropriate (e.g., local PTA/PTSAs, Northshore School District, local newspapers/media outlets, etc.).
- Coordinate with PTSA board and committee chairs as needed to develop consistent cross--platform communication strategies for programs and events.
- Assist in writing/developing newsletter/blog articles, flyers, and other communications when needed.
- Serve as a resource for local PTA/PTSAs for communications-related issues/questions.
- Attend all PTSA general and board meetings.
- Support Council Presidents at meetings as needed (e.g., monthly NSD Partnership meeting).
- Attend WA State PTA conventions, leadership conferences, and/or regional trainings.  
Requirement: 1 training class.
- Must be a member of at least one constituent local PTA/PTSA.