



HERMIT PARK STATE SCHOOL

Parents and Citizens' Association



Role of the Communication Coordinator at Hermit Park State School P&C

The Communication Coordinator is a non-executive position of the Hermit Park State School's (HPSS) Parents and Citizens' Association (P&C). The Communication Coordinator is responsible for internal and external methods of communication on behalf of the P&C, to the school and wider community. The Communication Coordinator is responsible for liaising with the school and administration staff on behalf of the P&C to ensure all methods of communication are consistent and streamlined.

Responsibilities include:

- Liaising with the school to ensure P&C website content is up to date, including P&C roles and 'Wish List'.
- Creation of Facebook posts on behalf of the P&C and subsequently liaising with the school administration to have them published.
- Creation of external communication and publicity for P&C fundraising events in consultation with the Fundraising Coordinator.
- Creation of all visual signage and external information related to P&C initiatives, e.g. 'Welcome Pack' and Uniform Shop price lists.
- Creation of content and the updating of the P&C noticeboards on the junior and senior campuses.
- Coordination and writing of content for the 'P&C Association News' section in the school fortnightly newsletter.
- Creation and changing of content on the large road side P&C board located on the junior campus.
- Publishing of relevant P&C documents as they arise, such as the 'Welcome Pack'.