



PTA COMMITTEE HELP WANTED

Harding Communications Committee Chair

(Job description from Jill West)

The Harding PTA Communications Committee (ComCom) oversees both PTA and non-PTA communications to the Harding community. The Harding Community includes students and their families, teachers, staff, and other local citizens. ComCom is not solely responsible for communications, but instead works to help others create clear, accurate, and timely communications.

The ComCom Chair recruits committee members, ensures all communication needs are met, and addresses any problems with communications. The Chair works directly with the PTA board, PTA member, and Harding staff to plan, draft, and publish specific communications throughout the year. The Chair also assists with managing internal tools, such as Google Suite, Wordpress, and Constant Contact.

This is a behind-the-scenes position that can be done during pretty much any hours of the day. The amount of work will depend on the number of committee members and their availability. You should be organized, able to make and execute plans, and be comfortable leading a small team. Writing and editing skills are a plus. Attendance at PTA board meetings is recommended, but not required.

For more information, check out the Harding Communications Guidelines or contact ComCom@hardingpta.org.