

COMMUNICATION DIRECTOR

CVCHS PFC

Position Description

General Information:

Develop and monitor content for CVCHS PFC website. Work with the CVCHS PFC Webmaster on website updates. Develop and review with applicable BOD or Committee Leads appropriate content for newsletter and or website.

Responsibilities:

1. Review CVCHS PFC website monthly for updates.
2. Content should be updated as needed and applicable; old content should be removed.
3. Email content updates request to Webmaster and copy President and EVP.
4. Set deadlines for content updates and communications internally.
5. Capture PFC events (when possible) pictures and content (write up) and provide to Webmaster for website updates.