

Position Description

<i>Position</i>	MARKETING ASSISTANT - NEWSLETTER
<i>Date Written</i>	OCTOBER 2019
<i>Updated</i>	MAY 2021

1. POSITION PURPOSE

The Marketing Assistant – Newsletter purpose is to support the Marketing Officer through the development of the newsletter published each term.

2. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Can communicate effectively with committee members/ teachers and external providers to collate the required information
- Is computer literate, basic programs/ skills required: Microsoft Office; Basic design or photo editing programs (eg. MS Paint, Canva, Illustrator, Powerpoint)
- This role does not require attendance at CoM meetings

3. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	NEWSLETTER PREPARATION AND DISTRIBUTION
Activities	<ul style="list-style-type: none"> ▪ Collate information, edit, prepare and publish quarterly newsletter into an existing or newly created template ▪ Advise the Committee of Management when contributions are required for upcoming newsletters ▪ Ensure regulatory items are included to meet policy and curriculum requirements (refer to Recurrent SPK Newsletter Items document in GDRIVE) ▪ Monitor distribution channels to ensure all families receive the newsletter eg. Email, Skoolbag, hard copy in foyer