

Publicity/Media Coordinator – Job Description

JOB PURPOSE

Publicize the Society's activities

DUTIES and RESPONSIBILITIES

As appropriate, write, submit and coordinate the Society's public announcements.

Publicizes / sends event publicity to SDHS web page.

Maintain a current list of media contacts and possible free and paid advertising.

Assist Committees with publicity, poster design, logos, for their events, as requested.

Ensure area publications are informed of Society meetings and other activities.

AUTHORITY AND ACCOUNTABILITY

Manage advertising and publicity budget as approved by the board