**Position Description**

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| *Position* | MARKETING ASSISTANT - NEWSLETTER |
| *Date Written* | OCTOBER 2012 |
| *Updated* | OCTOBER 2020 |

# POSITION PURPOSE

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

# 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

# KEY RESPONSIBILTIES AND ACTIVITIES

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| Key Responsibility: | NEWSLETTER PREPARATION AND DISTRIBUTION |
| Activities* 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
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