

WEB SUPPORT

Roles and responsibilities

- Maintain PTC website including, but not limited to, updating web page(s): events calendar, meeting calendar, donations, spirit wear, contact info, etc.
- Assist PTC President by helping maintain Paypal account and payment/donation opportunities on PTC website.
- Prepare and/or assist with PTC communications including, but not limited to, email, PTC forms and marketing materials, flyers to parents, etc.
- Submit all flyers to Principal and PTC President for approval by Friday before being sent home in Wednesday folders.
- May assist PTC President/members with fundraising events.
- May assist with Master Calendar for following school year-to be completed by June.
- Have fun!!!