

Communications / Grant Manager Job Description

Duties: Public Relations / Grant writing and reporting

Update Website as needed for compliance and communication

Update App for family communications weekly and as needed with important school updates

Create Whole School Newsletter; Monthly

Weekly Class Newsletters; Work with Advisors to ensure proper distribution and app update; Advisors to provide content

Public Presentations / Community Liaison; Represent PPOS at community events, meetings, Spokesperson for the school

Seek out additional funding sources (ie. Endowment, partnerships, sponsors)

Research Grant Opportunities; apply for Grants that match our vision

Work with Business Manager and staff to ensure grant compliance and reporting

Fundraising Committee member

Community Outreach Committee member

Finance Committee member

Salary: \$25/hour for 30 hours week. PERA Eligible.

(Current 18/19 Fiscal Year cost = \$21,276; Cost Projection 19/20 Fiscal Year = \$31,000)

Duration: January 2019-June 30, 2019; possibly also 2019-2020 School Year

Supervision: Reports to Business Manager who reports to Treasurer / Board