



Mission Heights
JUNIOR COLLEGE
G R O W I N G G R E A T N E S S
K I A M A N A A K E

DRAFT

PR/Media Assistant Job Description

Report to : SLT member responsible for Media Liaison

Key Tasks:

- Posting achievements onto website, facebook, newsletter.
- Build a list of media contacts.
- Publishing one article a week in local newspapers.
- Publish articles of innovative practice onto educational periodicals.
- Archive submissions.
- Assisting with Year Book publication

Signed:

Principal:

Date: