

Peo-Taz Chapter of A.B.A.T.E. of Illinois

Job Description

Public Relations Director

QUALITIFICATIONS

As a public representative of the Chapter who will be contacting necessary sources to promote the Chapter and its events, the Public Relations Director must be an organized individual with good communication skills who is able to present a good image to the public. Previous experience in public relations and working with media sources would be helpful.

TIME REQUIRED

The Public Relations Director will need to devote approximately 20 hours per month to the job for telephone work, appointments and meetings. Each month there is an Officers meeting and a Chapter meeting; occasionally there are other meetings to attend as well.

BASIC DUTIES INCLUDE:

1. Reporting activities of the office at the Officers meeting.
2. Casting one vote on issues before the Officers or Chapter meetings.
3. Working with the Activities Director to keep the Chapter informed of all upcoming Chapter Events.
4. Establishing and maintaining a media contact network and keeping record of available and applicable information such as the business name, contact name, addresses, phone numbers, fax number, and email address.
5. Contacting media sources well in advance of a Chapter event to obtain coverage.
6. Asking for volunteers, as necessary to help with job performance in such matters as delivering, and then picking up, proclamations from city governments in Peoria and Tazwell Counties.
7. Attending Chapter events where media will be present to act as spokesperson for the Chapter or if attendance is impossible, notifying the President.
8. Performing other duties as directed by the Executive Board.
9. Send proclamations back to the State.