



## MOUNT CROSBY STATE SCHOOL P&C ASSOCIATION

Mount Crosby Road, Mount Crosby Q 4306

Telephone: 3813 2222

Facsimile: 3813 2200

ABN 70478813938

E-mail Address: [pandc@mtcrosbyss.eq.edu.au](mailto:pandc@mtcrosbyss.eq.edu.au)

### **Expressions of Interest - Community Liaison Officer**

The P&C Association is currently reviewing its requirements and is inviting expressions of interest for the role of **Community Liaison Officer**.

#### **Community Liaison Officer**

The Community Liaison Officer will report to the P&C Operations Manager, and through this person to the P&C President, and will be responsible for promoting the P&C Association's aims within the school and wider community.

#### Task Description:

- Responding to enquiries and volunteer offers within 1 business day, in conjunction with the P&C Operations Manager.
- In sufficient time for Executive Committee review and approval, collate and prepare:
  - the P&C sections for the school's weekly newsletter,
  - the monthly Community Chronicle article,
  - media releases as required
- Coordinate grant applications including coordinating volunteers to develop projects, seek quotes and write grants, maintain a register of current and future grant opportunities and ensure timely submission of grants. Follow up on grant success or otherwise and handover successful grants to P&C Operations Manager or school Business Services Manager to ensure expenditure is compliant and acquittals are completed.
- Attend P&C Association, school and community meetings, working parties and events as the P&C's representative as requested by the Association.
- Increase volunteer participation through advertising, building relationships and coordinating activities and providing support and advice to all volunteers within the school.
- Support the P&C's fundraising activities by coordinating and training volunteers as required.
- Build positive relationships with all stakeholders both within the school and the wider community
- Prepare reports and attend Executive and General meetings as required
- Liaise with governing and advisory bodies regarding relevant P&C matters, including volunteer management.
- Comply with legislative and regulatory requirements

#### Position Requirements:

- Excellent interpersonal skills and able to engage and encourage volunteer involvement.
- Advanced skills in Microsoft Office programs including Word, Publisher, Outlook and Excel and ability to utilise internet and social media to promote organisation.
- Familiarity with Workplace Health and Safety requirements and regulations
- Excellent written and reporting skills

#### Hours of Work:

- Position will commence as 10 hours per week working 8.30am - 12.30pm Mondays and 8.30am - 3pm Fridays during term time.
- Attendance at evening and weekend meetings and events as required

**To express your interest in this position please respond by 18th March to [pandc@mtcrosbyss.eq.edu.au](mailto:pandc@mtcrosbyss.eq.edu.au) providing your CV along with a cover letter.**