



PTO Technology Coordinator Responsibilities

Overview:

The PTO Technology Coordinator is a member of the Parent Teacher Organization Executive Committee. The PTO Technology Coordinator serves to provide and assist in collaborative support of the PTO by coordinating functions and providing knowledge of up-to-date technological opportunities. This includes assisting with new program implementation, and allocating graphics, flyers, announcements, and community events, to the digital platform of social media. This position is a two year commitment.

Primary Responsibilities:

- Assist to strengthen organization thru technology functions to better optimize community involvement.
- Gather data on parental interests and availability for volunteer opportunities.
- Actively participate in sustaining a community of parents and supporters to create new inspirational opportunities for growth and sharing of ideas.
- Working in conjunction with the Communication Director in creating a positive online social media for PTO members to share volunteer opportunities, community events, and announcements. These platforms should continue to grow and change as needed.