

**Sun City PRIDES
Publicity Coordinator
Position Description**

Position Purpose: To be responsible for publicity in the regional media outlets in order to maintain a favorable public image and help raise awareness of the PRIDES and its activities.

Appointed by: Board of Directors

Length of Service: Open

Position Duties/Responsibilities:

1. Write articles and take photos of PRIDES activities for publication.
2. Review all articles and photos with PRIDES President prior to submission to news media.
3. Submit articles and photos to the Sun City Independent newspaper.
4. Submit photos to web page.
5. Review brochure and related material once a year to maintain accurate and current information.
6. Coordinate with the events coordinator concerning promotional materials.

Approved 12/03/2022