

GEMS

GIRLS EMPOWERING MINDS

2020-2021 Communications Advisor Job Description

Criteria for Position:

- 1) Open to Sophomores and Upperclassmen (Junior or Senior).
- 2) Have to have attended at least two GEMS meetings prior to applying.

Job Description:

Before school starts you will...

- 1) Attend the GEMS Team building crash course to be trained by Dr. Powell and Ms. Le Grange (2 days total). This is subject to change and more information will be sent out only to applicants.

During the school year you will...

- 1) Plan dates with the GEMS Leaders and the counselors to book program days at the most convenient locations.
- 2) Advertise program with monthly flyers and instagram posts. Send out the monthly email to highschool girls with details regarding the next program day.
- 3) Take pictures during the program. Updates to the website gallery within 48 hours after every program day.
- 4) Attend GEMS Team meetings to prepare for that month's program day. Communication Advisors still undergo peer-facilitator training because they are still considered GEMS leadership and therefore an outlet for support.
- 5) An average of 3-5 hours a month is expected. The actual time commitment might not be large; however, the impact is. Putting maximum effort lets the program run smoothly.

Application Process:

- 1) Attend at least two GEMS meetings prior.
- 2) Fill out the Communications Advisor application form.
- 3) Contact counselors or current GEMS leaders for questions or guidance.