

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 one GEMS event 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. 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 Program Directors and the counselors to book GEMS Events at the most convenient locations and times.
- 2) Advertise the program with monthly flyers and consistent instagram posts. Flyers should be posted around middle and high school a couple days before the first GEMS event.
- 3) Take pictures during the program. Updates to the website gallery within 48 hours after every event.
- 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.
- 6) Be active in recruiting underclassmen and other high schoolers to the event as well as coming up with creative ways to bring in more middle schoolers.

Application Process:

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