

NCAPO Communications Role

The Communications Role is responsible for ensuring that the wider NCA community—parents, caregivers, faculty, staff, and parish partners—receives clear, timely, and engaging information about NCAPO events, initiatives, and opportunities. This role ensures that families stay connected and involved by sharing updates that reflect the mission, spirit, and energy of NCA.

Event Communication

- Draft and distribute announcements for all NCAPO-sponsored events (e.g., Wildcat Street Fest, Trivia Night, Family Dances, etc.)
- Ensure event details are shared in a timely manner through newsletters, emails, social media, flyers and the school website.
- Represent the voice of NCAPO with a tone that is friendly, welcoming, and community-focused.
- Celebrate the impact of events by sharing thank-yous, recaps, and photos.
- Promote volunteer opportunities, sign-ups, and other ways families can get involved.

Collaboration & Coordination

- Partner with NCAPO officers, committee leads, and school administration to confirm details before sharing communications.
 - Work closely with the school's communications channels (e.g., Wildcat Weekly, website) to avoid duplication and ensure consistency of messaging.
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Skills & Qualities:

- Strong written and verbal communication skills. Design skills a must!
- Organized, detail-oriented, and able to meet deadlines
- Collaborative spirit and ability to work with a volunteer team
- Comfortable using digital tools (FACTS, email platforms, social media, Google Drive/Docs, Canva, SignUpGenius, etc.)
- Passion for building school community and engaging families