
AMVETS PUBLIC RELATIONS OFFICER (PRO) RESPONSIBILITY

- 1) PREPARE OR EDIT INTERNAL AMVETS PUBLICATIONS FOR INTERNAL AUDIENCES, INCLUDING MEMBERS NEWSLETTERS ON THE SUBJECT OF PUBLIC RELATIONS.**
- 2) RESPOND TO REQUESTS FOR INFORMATION FROM THE MEDIA OR DESIGNATE ANOTHER APPROPRIATE SPOKESPERSON OR INFORMATION SOURCE.**
- 3) ESTABLISH AND MAINTAIN COOPERATIVE RELATIONSHIPS WITH REPRESENTATIVES OF COMMUNITY, AND PUBLIC INTEREST GROUPS.**
- 4) PLAN AND DIRECT DEVELOPMENT AND COMMUNICATION OF INFORMATIONAL PROGRAMS TO MAINTAIN FAVORABLE PUBLIC AND INTERNAL AMVETS MEMBER'S PERCEPTIONS OF OUR ORGANIZATION'S ACCOMPLISHMENTS AND AGENDA.**
- 5) CONFER WITH OFFICERS OF THE POST AND SUPPORT THEM TO PRODUCE OR COORDINATE PRODUCTION OF ADVERTISEMENTS AND PROMOTIONS.**
- 6) ARRANGE PUBLIC APPEARANCES, LECTURES, CONTESTS, OR EXHIBITS FOR PUBLIC AWARENESS AND TO PROMOTE GOODWILL**

Yours in AMVETS Service,

Mary L. Jephson (Post 897)

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Please contact me for assistance by email at mljephson@gmail.com