

## **PTO Community Engagement Coordinator**

### **Executive Board Role | 1-Year Term**

#### **★ What This Role Does**

The PTO Community Engagement Coordinator helps build relationships between the PTO and local businesses and community partners. This role focuses on coordinating sponsorships, recognizing sponsors, and strengthening community support for PTO programs and events.

The coordinator works closely with the Fundraising Coordinator and the PTO board to ensure community partnerships support the PTO's goals.

#### **Key Responsibilities:**

##### **Community Partnerships**

- Build and maintain relationships with local businesses and community partners
- Help identify new sponsorship opportunities that support PTO initiatives

##### **Sponsorship Coordination**

- Secure and manage annual sponsorships at various levels
- Maintain an organized list of sponsors and sponsorship commitments
- Coordinate renewal communication with existing sponsors

##### **Sponsor Recognition**

- Ensure sponsors are recognized through PTO communications, events, and signage
- Work with the Communications Coordinator to highlight sponsor contributions

##### **Event Collaboration**

- Work with event leads to incorporate sponsor recognition when appropriate
- Coordinate sponsor signage, materials, or acknowledgments at events

##### **Board Collaboration**

- Work closely with the Fundraising Coordinator to align sponsorships with fundraising efforts
- Provide periodic updates to the Executive Board on sponsorship progress

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#### **Time Commitment**

Approximately **3–5 hours per week**, with additional time during sponsorship outreach, especially during the summer, or major event planning periods.

Attendance at PTO meetings and key events is expected.

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### **You Might Enjoy This Role If You...**

- Enjoy building relationships and connecting with local businesses
- Communicate comfortably with community partners and organizations
- Like helping support school programs through sponsorships
- Want to strengthen the connection between the school and the surrounding community

Prior PTO board experience is **not required**.

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### **Support You'll Have**

The Community Engagement Coordinator works closely with:

- The PTO Executive Board
- The Fundraising Coordinator
- The Communications Coordinator
- Event leads and volunteers
- Local businesses and community partners

Established systems, documentation, and support from previous board members are available to help guide the role.

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### **Eligibility**

Any PTO member eligible for office under the PTO bylaws may serve, pending OCPS ADDitions approval.