

JOB DESCRIPTION



VHF JOB DESCRIPTION

EFFECTIVE DATE: 14 JUNE-2019

POSITION: Media and Communications

Reports to: VP of Administration

REQUIREMENTS AND DUTIES

1. Is a member of the VHF Management Team.
2. Is the focal point for inquiries about Villages Honor Flight from the media.
3. Is the spokesperson for Villages Honor Flight.
4. Maintains contact with area media representatives.
5. Arranges for appropriate persons for media interview requests.
6. Prepares news releases about fund raising and other significant events.
7. Arranges paid advertising to support fund raising events.
8. Using data provided, prepares a news release ahead of each flight outlining the number of veterans, their service and local residence.
9. Stays up to date on current VHF information and statistics, as well as the history of VHF.
10. Assists the Villages Honor Flight Club as needed.
11. Flies as a staff member on flights with media embedded.