



Warthog Squadron

Operations Squadron Public Affairs NCO

Job Description

The Public Affairs NCO assists the Public Affairs Officer to coordinate any release of information to the school, HQ AFJROTC, and any other organizations where cadets participate. The Public Affairs NCO will report directly to the Public Affairs Officer or to the Operations Sq. Commander.



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Job Description

1. Public Affairs NCO assists the Public Affairs Officer with his/her responsibility of ensuring all news related to the Cadet Group is delivered to the proper organizations within the school and HQ AFJROTC.
2. Responsible for all press releases that involve activities in which cadets participate.
3. Helps coordinate public release of information with Operations Commander, Group Commander, and SASI/ASI for approval.
4. Assists coordinating all matters of AFJROTC publicity with the SASI.
5. Aid with the management of information released through TX-922 AFJROTC webpage, official Facebook page, You Tube page, and any other social media.
6. Helps prepare press releases on Cadet Group activities for the Raider weekly/monthly newsletter and BISS news.
7. Works with the school newspaper and yearbook staffs to get appropriate recognition for the unit.
8. Coordinates with school administration all events where facilities/school resources are needed. These events include the

Requirements



The Public Affairs NCO Position is normally assigned to a Junior Cadet (AS-2/AS-3), who displays leadership and management skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Staff Sergeant

The minimum Aerospace Science (AS) level for this position is an AS-2

This position is highly recommended for cadets who possess the skills needed to plan and coordinate all events AFJROTC cadets are involved in.

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annual recognition awards ceremony, and any community service events that take place within the school facilities.

9. Coordinates events with outside organizations to ensure community support is properly managed.
10. Coordinates with Planning Officer to provide appropriate cadet exposure during all events.
11. Assists Mission Support personnel with inputs regarding cadets involved in event participation.
12. Coordinates with SASI/ASI any dissemination of information for upcoming events using any means of communication available (class announcements, web page, Facebook page announcement).
13. Coordinate announcements with instructors when using REMIND app.
14. Gather events photos into data base for distribution to cadets.
15. Supervises the activities of the corps photographer and public affairs specialists.
16. Advises Public Affairs Officer on approval proposals of all press releases.
17. Coordinates with school news media any events and provide photos if necessary. Example includes community service events, field trips, recognitions, etc.
18. Co-editor for Quarterly TX-922 newsletter.
19. Establishes a work schedule and tasks list for flight.
20. Assists with recruiting Public Affairs staff and training.