



Warthog Squadron

Operations Squadron Public Affairs Officer

Job Description

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



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1. Public Affairs Officer is the liaison between any news entity and the Cadet Group Commander. He/She is responsible for all press releases that involve activities in which cadets participate.
2. Coordinates public release of information with Operations Commander, Group Commander, and SASI/ASI for approval.
3. Coordinating all matters of AFJROTC publicity with the SASI.
4. Responsible for supervising the management of information released through TX-922 AFJROTC webpage, official Facebook page, You Tube page, and any other social media.
5. Prepares press releases on Cadet Group activities for the Raider weekly/monthly newsletter and BISD news.
6. Works with the school newspaper and yearbook staffs to get appropriate recognition for the unit.
7. Will coordinate with school administration all events where facilities/school resources are needed. These events include the annual recognition awards ceremony, and any community service events that take place within the school facilities.
8. Coordinate events with outside organizations to ensure community support is properly managed.

Requirements



The Public Affairs Officer 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 2nd Lieutenant

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