



**Association Prématornelle Les Bouts d'Choux
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2
Located in École Frère Antoine School
2850 Mill Woods Road Edmonton, AB T6K 4A1

Web/Advertising Coordinator

Responsibilities:

- Attend all board meetings
- Ensure design layout and appearance of Bouts Choux website meets the preschool's ongoing needs
- Update and monitor website's content, including graphics, videos, pictures, monthly themes
- Website construction and domain hosting are through Wix.com
- Ensure pictures used on Facebook, website or for advertising purposes are of children whose parents have given written consent at registration
- Coordinate with teaching staff to acquire photos of approved students in class to be used on Facebook and the website (USB stick traded weekly with teaching staff for updated pictures)
- Maintain and post weekly updates to the preschool's Facebook page
- Coordinate with the Registrar for advertising (Preschool Open House, Registration Events) via road side magnetic signs, Facebook buy and sell groups, kijiji, etc.
- Assist teaching staff with the creation and completion of photo books if necessary
- Police Criminal Records Check is required (preschool will reimburse expense)

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

Passwords, previous advertising vendors will be given at June turnover meeting.