

COMMUNICATIONS DIVISION OF POST CURSILLO

JOB DESCRIPTION

1. Coordinate and be active with the Secretariat and the School of Leaders.
 - a. As part of a team.
 - b. Needs to be willing to adhere to the direction of the decisions of the Secretariat and School of Leaders, the local Bishop, or the National Cursillo Leadership.

2. Coordinate all communications with the Community at Large.
 - a. To the Cursillo Community.
 - b. To Cursillo National.
 - c. Local Diocese and Parishes.
 - d. To any Media if necessary (ex: Newspaper, radio, TV, and World Wide Web)

3. Coordinate, publish and distribute the official publication “The Little Light” to the Community at Large.
 - a. Request articles, news and events of the local Movement.
 - b. Insure the publication is distributed in a timely manner.
 - c. Distribute the publication; this should be done by means of e-mail, US Postal Service and utilization of the Movement’s website.
 - d. Maintain an active list of all Cursillistas, the list should consist of active, in-active, and deceased members of the community.
 - e. Maintain an up-to-date computer list of Ultreya attendance.

f. Obtain from Ultreya Reps. an updated e-mail list & phone tree annually.

4. Maintain contact with the 1st year Cursillistas.

a. Help new Cursillistas locate Ultreyas, and introduce them to the Ultreya.

b. Make sure that new Cursillistas are welcomed.