

School Immunization Program  
Job Action Sheet

Public Information Officer

**Mission**

Develop and implement public information plan for the xxxxxx County school-located influenza immunization program

**Equipment**

Telephone, cell phone, computer, office space

**Job qualifications**

Public information experience

**Physical requirements**

None

**Responsibilities**

Develop and implement plan for public information on the school-located immunization program

Ensure appropriate consent secured for photos/interviews of students

Respond to media requests