Position Announcement
Publicist, Women’s Resource Center

Women’s Resource Center is seeking an experienced student to support our community events, Empowerment Project, Leaders in Action Program, capstone partnership performances, and interpersonal violence programming and overall campus presence.

DUTIES AND RESPONSIBILITIES
Maintain department’s brand and overall creative graphic design work, including design, production, and oversight of all materials, in collaboration with Coordinator and Office Manager.
Oversight of our web site and social media sites (twitter and facebook). Partner with program areas to maintain site including responsibility for overall web design, accuracy, content and development process.
Develop department exhibit displays and multimedia information. (may be delegated to assigned volunteer members of publicity committee)
Coordinate and maintain all departmental history memorabilia and archives (work with assigned volunteer member of publicity committee).
Develop an effective communication program to both support and enhance the department’s relationships with customers, potential students, and the University community (eg, newsletter, list serve, blog, podcast?, etc…).
Work closely with events coordinator and with program coordinators to learn the mission, priorities, target audiences, and develop strategic, multi-faceted marketing strategies for each.
Provide leadership to a volunteer publicity committee. Recruit the members, convene meetings, assign responsibilities and ensure goals are met.

Minimum Qualifications:
Knowledge of Communications, Graphic or Web Design, Marketing or related topics.
Evidence of experience or ability to coordinate multiple simultaneous projects
Proficiency in HTML, graphic design, web management, and/or social networking.
Ability to produce press releases, newsletters and web-content
Knowledge of design software and applications could include: Photoshop, Dreamweaver, and InDesign.

Compensation Plan: Student must be able to work 10 hours/week, at 10.00/hour. Work study students may be able to increase hours.

Application Procedures
Please visit the career center prior to submitting the following information. Accuracy, attention to detail, and following instructions are relevant to the role of the WRC publicist. Submit materials via e-mail with attachments titled with applicant's last name:
- Cover letter describing how your experience, qualifications, and interests relate to this position
- Resume
- Three samples of your work (Samples will not be returned)
- Contact information for professional references

Email application materials to: wrcpub@pdx.edu with the subject line: PUBLICIST SEARCH COMMITTEE.

Application screening will begin immediately. Review of applications will begin immediately and continue until finalists have been identified. Start date negotiable, the sooner the better.