

# Eagles' Development Corporation

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3540 N. Lexington Ave., El Monte, CA 91731, (626) 575-2306

*... where performance meets the future*

## Columbia Student Congress Publicity Chairperson

<b>Contact: Evelyn Ortiz, Human Resources Dept.</b>	<b>Job Site: El Monte, CA</b>
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- Job Type:** Part Time, 1.5-4 hours weekly
- Experience:** Preferred, but may not be required, depending upon the knowledge, enthusiasm, and availability for training of the candidate
- Supervisor:** Jose Presidio
- Skills:** The successful candidate must be able to interface with other members of the executive board, manage 3-6 team members, oversee and track multiple projects simultaneously, design and/or conduct and evaluate effective live and print media campaigns, motivate team members, manage a budget, and meet deadlines.
- Responsibilities:** The successful candidate will be responsible for the design and implementation of effective live and print media campaigns that will generate a significant increase in student participation in activities sponsored by the Columbia Student Congress.
- Duties:** The Columbia Student Congress publicity chairperson will chair and direct the publicity committee; oversee the design and implementation of live and print media publicity campaigns, and monitor and evaluate their success using attendance data and student feedback (surveys and/or interviews); develop and manage a budget; report to the executive board weekly concerning current and future projects; and become a member of the executive board and participate in the planning, calendaring, and evaluation of Student Congress activities.
- Education:** Candidate must demonstrate, through training or experience, a basic knowledge of principles and skills appropriate to the job; a training session will be offered.
- Compensation:** \$30 per trimester stipend and relevant experience directly applicable to the workplace.