**Center for Public Service: Publicity Coordinator**

About the Center for Public Service

Since 1991, the Center for Public Service has been connecting students and faculty with community-based work to foster social change in Adams County. Our mission is to engage students, community members, faculty, and staff with local partnerships, education, critical thinking, and informed action. Through these alliances, we aim to foster social justice by promoting personal, institutional and community change. Our professional and student staff work together with local organizations, such as South-Central Community Action Programs (SCCAP), Vida Charter School, and Casa de la Cultura, to identify goals and use college resources to support the achievement of those goals.

Position Description

The overall goal of the Publicity Coordinator is to highlight the work of the CPS and its community partners, encouraging campus engagement with the partnerships and initiatives the office facilitates. While there are several specific responsibilities associated with the position (outlined below), there will be opportunities for the student to develop projects according to their interests.

Responsibilities

* Assist professional staff in the coordination of CPS outreach events throughout the academic year
* Visit program volunteer shifts and local organizations to take photos and/or conduct interviews
* Create content for the CPS Facebook and Instagram accounts to showcase our community partners and their work in the community
* Develop and maintain a calendar for content posting using the Meta Business Suite
* Collect and post advertisements for CPS/community partner events & volunteer shifts
* Coordinate the creation and distribution of the CPS (bi)weekly newsletter
* Attend (bi)weekly meetings to engage with Program Coordinators
* Participate in select portions of fall training (August 18-23, 2024) and winter retreat (one evening in the spring semester of 2025)

Characteristics of a good candidate

* Clear verbal and written communication skills
* Creative mind and passion for storytelling
* Willingness to get out into the community and engage with a variety of individuals
* Self-directed and takes initiative; does not need micro-managing to accomplish goals
* Eagerness to learn and innovate new ways to engage the campus community
* Ability to meet deadlines
* Knowledge of the Meta Business Suite is a plus, but not required

Hours and compensation

* 6-8 hours/week
* $8/hour

Application Process

* Apply on Handshake
	+ <https://app.joinhandshake.com/emp/jobs/8770295/details>
* Deadline – March 29, 2024