POSITION: Communications & Marketing Coordinator – This Way to Sustainability

Part-Time, Non-Benefited, Hourly, Non-Exempt

RECRUITMENT ID: 719

LOCATION: Holt 381; Normally on campus but telecommuting during COVID-19

COMPENSATION: $13.00/hr

ESSENTIAL JOB FUNCTIONS: The This Way to Sustainability (TWTS) Conference is a multidisciplinary, nationally recognized, student-run conference focused on challenges, ideas and solutions to resiliency, as we work toward a more sustainable future. We will have 4 student coordinators for TWTS 2021. Each coordinator will have a primary focus while also collaborating with other coordinators to assist in overall conference goals.

Duties shall include but are not limited to:

Communications:
- Coordinate all team planning meetings, developing agendas, taking notes, tracking milestone progress
- Manage ProposalSpace for presentation submissions
- Work together with Planning Committee and track leads to identify track presentations
- Work with speakers & poster presenters - provide conference logistical support
- Assist in reserving rooms and equipment for conference
- Coordinate and execute Poster Symposium
- Train student moderators that are selected by track leads

Marketing:
- Responsible for creating the conference program (Computer graphics experience is highly desirable)
- Create the themed image to match conference theme
- In charge of design and production of all print materials, including fliers, posters, & conference programs
- Marketing the event through multi-media (Facebook, Twitter, Instagram, Website)
- Radio advertisements through local channels
- Create signage for the conference
- Share marketing materials with Chamber of Commerce and DCBA
- Coordinate with Chico News and Review
- Submit information to Campus Announcements

Other:
- Lead 2 Tracks – communicate with faculty leads, manage proposals, notify speakers, etc.
- Serve as the primary contact person for 1 keynote speaker
- Collaborate with TWTS Planning Committee to share ideas, benchmarks, and progress
- Provides support to the other Student Coordinators as needed & communicates progress with other Student Coordinators
- Other duties as assigned

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
GENERAL GUIDELINES AND EXPECTATIONS:

- Work together with the TWTS Planning Committee and the other Student Coordinators
- Attend leadership training sessions for all TWTS coordinators
- Bring a positive attitude to the team; work cohesively with all members of the team;
- Provide regular feedback on assignments to the Planning Committee;
- Post all documents in our shared file folders
- Attend all planning meetings
- Be accountable; complete all tasks on time
- Create a “standard operating procedure” (SOP) for this position
- At the close of each semester, write a semester summary with suggestions for improvement and complete a reflection survey on the conference

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Chico State Enterprises application
- Cover letter
- Resume

APPLICATION DEADLINE: Application deadline is August 21st. Open until filled. Applications can be submitted:

BY EMAIL:

csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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