The Publicity Team coordinator(s) will oversee the multiple publicity activities and events for both the EV! staff and the Kernodle Center at large. They will work closely with the EV! Intern for Programs, Events, and Publicity and the North Carolina Campus Compact VISTA (member of the professional staff), and publicity team director(s) in specific focus areas. They will act as both a resource and support for the entire staff in needs of publicity and advertisement.

Responsibilities include, but are not limited to…

- Coordinate the displays for open houses, organization fairs, and service fairs
- Help to educate the staff about effective ways to advertise their program, event, or trip to the Elon community
- Assist with general office tasks (answering phones, helping people when they come into the office, keeping the office neat, etc.)
- Record hours spent working with the publicity team and turn them into the director.
- Record all effective and non-effective publicity tools used by the team, constantly creating a resource for future EV! staff members
- Attend weekly meetings with Director, and monthly meetings with Intern.
- Attend all staff retreats, staff development workshops, and reflection activities

Time Commitment...
Expect to work about 4 hours a week. Two of these office hours must be scheduled in the Kernodle Center, but weekly meetings, staff workshops, email and phone correspondences, and will make up your other two hours and are equally expected of the position.