Elon Volunteers! Publicity Team Director
Position Description

The Publicity Team Director(s) will oversee the coordinator of 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 coordinators 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…

- Recruit and coordinate members of the publicity team. Coordinator positions can include the coordination of program and events maintenance, social/service events for staff, monthly push, newsletter, Elon 101s, etc.
- 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.)
- Document all hours spent working with the publicity team
- 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 intern and co-director
- Plan and attend weekly meetings with publicity team
- Attend all staff retreats, staff development workshops, and reflection activities

Time Commitment…
Expect to work about ten hours a week. Four 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 six hours and are equally expected of the position.