

Division/Department		University of Washington Retirement Association	
Location		Gerberding Hall, Main Campus	
Job Title		<b>Publicity &amp; Publications Coordinator</b>	
Reports to	Pat Dougherty	Title	UWRA Director
Job Type	Volunteer Position	Type of position:	Hours__3-4____ / week during busy times of the year. Rest of the year, as needed.  Quarterly (September, January, April) <i>Retiree Reports</i> are produced, which require more than 3 hours a week.
		<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	

**GENERAL DESCRIPTION**

The Publicity & Publications Coordinator’s job includes

- maintaining UWRA website in Dreamweaver
- maintaining UWRA email digest list
- producing monthly/quarterly activity calendar, upcoming event brochures
- coordinating the printing of all monthly/quarterly fliers/brochures
- coordinating the mailing of as often as monthly mailings to members
- maintaining publications notebook/files
- annually updating and developing yearly *UW Privileges & Resources For Retirees* brochure
- gathering information from UW, UWRA and Seattle communities for upcoming events that might be of interest to our members
- sending out weekly notices about same via email digest to members
- making sure each University House community has extra copies of UWRA mailings
- working closely with the Director on quarterly *Retiree Report* and editing all UWRA publications

**REQUIRED SKILLS**

- Knowledge of and experience working in publishing software; willingness to learn Publisher.
- Competent computer skills, including email and internet
- Experience producing brochures and other publications or willingness to learn
- Experience editing publications
- Knowledge of and experience working in Excel (spreadsheet) including data entry, mail merge & sorting
- Knowledge of and experience working in Word
- Desirable: Familiarity with UW Publications Services (photocopying, printing), UW Mailing Services
- Familiarity with office machines: willing to learn photocopier, phone system
- Other basic office skills such as good customer services skills, filing, multitasking