<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Marketing &amp; Communications Coordinator</th>
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<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>Women’s Center</td>
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<tr>
<td>JOB LOCATION</td>
<td>Cunningham Hall</td>
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<tr>
<td>CONTACT/SUPERVISOR</td>
<td>Johnna White</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td>206-685-2940</td>
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<tr>
<td>EMAIL ADDRESS</td>
<td><a href="mailto:Jwhite23@uw.edu">Jwhite23@uw.edu</a></td>
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<tr>
<td>BOX NUMBER</td>
<td>353070</td>
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<tr>
<td>EMPLOYMENT PERIOD</td>
<td>Acad Year</td>
</tr>
<tr>
<td>HOURS PER WEEK</td>
<td>10-12 hours per week</td>
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<tr>
<td>RATE OF PAY</td>
<td>$15.00 per hour</td>
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<td>(Compliance with current UW Student Pay</td>
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<td></td>
<td>Schedule)</td>
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**Duties and Responsibilities**

- Maintain content of Women's Center website- regularly update news and events (wordpress)
- Social media content creation:
  - Draft content for external communications, blogs and social networking platforms.
  - Contribute to and regularly update external social sites: such as Facebook, Twitter, Youtube, and other community sites.
  - Publish videos and photography on Women’s Center website and social media sites
- Work with Program Managers, Program Coordinators and Graphic Designer to create and distribute marketing materials for various Women's Center programs and events.
- Write and design bi-monthly e-newsletters using Constant Contact
- Perform some general office duties for Women’s Center as needed, including answering phones, filing, data entry, and front desk customer service.

**Minimum Qualifications**

**Required**

- Work study eligible (this is a financial aid award) or interest in un-paid internship
- Proficient in wordpress.org
- Strong written communication skills
- Experience with Adobe design programs (prefer InDesign and Photoshop. MS publisher knowledge a plus)
- Good organizational skills and strong attention to detail

**Desired**

- Proficient in Microsoft Word and Excel
- Ability to work both independently and with a team
- Knowledge and understanding of current website and social media technologies.

**Educational Benefits**

- Opportunity to enhance marketing and communication skills in a professional environment.
Work closely with group of professional women who support the work of the Women's Center and development initiatives

To Apply

- Email resume and cover letter to jwhite23@uw.edu; include your name and “Marketing & Communications Coordinator” in the subject of the e-mail.
- Submit writing sample
- The position will remain open until filled.

OFFICE USE ONLY

JOB NUMBER: WOMC05

Job Class Code: 0875 0872 Grad: 0881 0882 0883
51% Comp. to Classified: Yes [ ] No [ ]
State [ ] Federal [ ]
Open [ ] Closed [ ]

JOB CATEGORY: Arts & Media