



Redwood Writing Project

Humboldt State University
Nelson Hall West 234
Arcata, CA 95521.8299
707.826.5109 | rwp@humboldt.edu

Job Title:

Event Coordinator / Publicist for a year-long technology workshop series for teachers.

Job Description:

Candidate will prepare and distribute promotional materials, oversee publicity funds, and support Redwood Writing Project (RWP) Teacher-Consultants (TCs) working to provide professional development during the 2009-2010 academic year. The successful candidate should be prepared to grow into Redwood Writing Project's central point of contact for generating publicity and coordinating events.

Stipend:

\$1200 for one academic year, beginning August 1, 2009. Depending upon funding and performance, however, we anticipate the possibility of continued employment with additional duties and commensurate pay increase.

Duties Will Include but Not Be Limited to:

- Coordinate with RWP's Administrative Coordinator concerning budgetary and logistical considerations
- Coordinate with RWP's Tech Programs Director concerning workshop-series development, web-presence needs, and online publicity
- Coordinate with RWP TCs in order to create:
 - Brochures
 - Radio and TV PSAs
 - Print Ads for Local Newspapers
 - Promotional Mailings
 - Bulk Emails
- Create and distribute the above-referenced materials
- Oversee a publicity budget
- Assist in duties related to room reservations and workshop registration procedures
- Attend 7-10 sessions to facilitate event registration and to support presenters
- Develop a written publicity plan that will serve as a guidebook for planning and publicizing future events

Education/Skills/Strengths Required:

- Ability to communicate effectively orally and in writing
- Ability to establish and maintain good working relationships with others
- Ability to self-motivate, to work with little supervision to complete all tasks
- Ability to design, produce, and distribute publicity materials related to teacher professional development activities
- Ability to use word processing and desktop publishing programs efficiently

Additional Desired Skills (Not Required but Advantageous):

- Experience in event promotion and coordination
- Comfort with pitching events to school administrators, teachers, and advertisers

To Apply:

Please mail the following materials to the address listed below: a completed application*; a letter of interest addressing your qualifications for the position; and, if available, sample promotional materials.

Redwood Writing Project
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--OR--

rwp@humboldt.edu

Application Deadline:

Review of applications will begin July 1, 2009, and will continue until the position is filled. Duties begin August 1, 2009.

* For an *email* submission, complete our *online* application: www.humboldt.edu/~rwp/OnlinePublicistApplicationForm.doc.
For a US *mail* submission, please either find the appended application form or download it at www.humboldt.edu/~rwp/PrintPublicistApplicationForm.doc. Thank you.