

# WESTMONT COLLEGE

## **Public Affairs Coordinator** **Public Affairs Office**

**Position Summary:** Provides design, writing and administrative support for the Public Affairs Office

### **Qualifications:**

Requirements include: College graduate preferably in the humanities or the equivalent in demonstrated communications skills/experience; 1-3 years Administrative experience, preferably in public relations and/or writing and editing for publications; outstanding writing, communication, and interpersonal skills and creativity; strong skills in word processing; experience with publications software (i.e. QuarkXpress and PhotoShop) and Web software (Go Live, Word Press) a plus; strong organization skills; ability to maintain a high degree of accuracy with multiple projects while meeting deadlines; ability to work independently with minimal supervision, taking initiative using sound judgment; ability to relate effectively with members of the public, faculty, staff, students, donors and board of trustees, and to work as a member of a professional team; commitment to serving others and ability to effectively oversee work of student employees.

### **Responsibilities:**

- Research and write press releases, write articles for and help prepare various publications, including We-Mail (faculty staff newsletter), the Westmont magazine, current events brochure and other projects as assigned. Coordinate and conduct interviews with students about campus activities for articles.
- Design and create brochures, invitations, programs, etc., using desktop publishing programs such as Quark XPress and Photoshop
- Supervise student employees and oversee the work of any part-time interns.
- Prepare text, photos and graphics for display on the Web site. Manage Public Affairs page of Westmont Web site.
- Work with the campus photographer to schedule photo shoots with students, staff, faculty and alumni for the web, brochures, and other publications. Act as support staff to campus photographer, sending images as requested to others on campus, and searching for images for various uses.
- Exercise diplomacy and excellent oral and communication skills in responding to questions and requests from all college departments, faculty, staff, students, and members of the external community.
- Compose and edit correspondence and documents as needed.
- Make arrangements for meetings and events and coordinate travel arrangements. Ensure that appropriate college forms are completed for all entertainment, travel, and other office operations.
- Ensure accurate and timely completion of assignments.
- Work effectively with others by sharing ideas in a constructive and positive manner; listen to and objectively consider ideas and suggestions from others; keep commitments; keep others informed of work progress, timetables and issues; address problems and issues constructively to find mutually acceptable and practical solutions; address others in a respectful manner; and respect the diversity of our work force in actions, words and deeds.
- Other duties as assigned.

**Reports to:** Director of Public Affairs