Position Description for the Public Relations Coordinator

The Public Relations Coordinator is responsible for coordinating and managing all communications with the student body. The Coordinator will work closely with the USG Communications Director to maintain all application, Twitter, Facebook, and webpage information regarding GUARD Dogs. The PR Coordinator is also responsible for maintaining all social media relating to GUARD Dogs. They will be responsible for attracting and organizing sponsorship of weekends by outside companies. The PR Coordinator will also be responsible for outreach to other organizations to set up volunteer weekends for those who are not members. The PR Coordinator is also in charge of designing and creating all GUARD Dogs advertising posters and flyers.

Specific Duties:
- Work with USG Communications Director to supply and maintain all application, Facebook, and webpage information
- Serve as the point of contact for GUARD Dogs with the Daily Campus
- Submit announcements to the Daily Digest
- Manage outreach to other organizations via email
- Design and create all advertising materials