Distribution Coordinator

Publicity Center  $15.35  10-15 hrs/wk  4 Quarters

Position starts the first week of Summer Quarter and end the last week of the following Spring Quarter. There is no expectation to work during breaks.

ABOUT THE OFFICE

The Publicity Center provides high quality and personalized promotional services, products and support to the Associated Students organization and students of Western Washington University. We offer excellence in graphic design, print and electronic media, and distribution services while providing unique educational opportunities and leadership experience to student employees.

ABOUT THE POSITION

The Distribution Coordinator ensures the timely dissemination of publicity materials which may include posters, fliers, table tents, banners, and other promotional collateral.

REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

OFFICE RESPONSIBILITIES

- Attend staff meetings and trainings.
- Uphold the values of the AS by ensuring all communication is respectful and professional.
- Maintain regular communication with supervisor about assigned and upcoming projects.
- Greet customers at front counter when no Project Manager is available.
POSITION RESPONSIBILITIES

- Maintaining inventory of supplies and reporting needs to PC Coordinator
- Complete daily distribution tasks assigned by PC Project Managers.
- Adequately schedule staff for assigned routes.
- Coordinate posting of banners on campus buildings.
- Coordinate distribution of table tents to dining areas.
- Coordinate the training and use of an eTrike for transporting materials.
- Train staff to recognize and remove unauthorized postings.
- Notify violators of posting rules.
- Maintain posting locations for the best visibility.
- Report graffiti and/or difficult to remove defacement.
- Monitor distribution locations to ensure all promotions are current.
- Maintain accurate records of distributed materials.
- Generate ideas for new distribution locations and distribution improvements.
- Update posting locations and prepare distribution lists for customer use.

PREFFERED QUALIFICATIONS

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Knowledge of the campus and Bellingham community.
- Comfortable carrying a ladder, posters and/or banners long distances across campus.
- Ability to lead and motivate others, and coordinate and delegate tasks.
- Valid driver’s license
- Comfortable riding a bike (for distribution purposes when staff is not available).
- Ability to identify and work on removing inequities, barriers, and forms of oppression that may be present in the programming or services of this position.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised April 3, 2021 by Personnel Director.