



PUBLIC RELATIONS ASSISTANT

DEPARTMENT

Marketing and University Relations - 6270

QUALIFICATIONS

- Interest in short form journalistic writing; preference given to those with experience in writing for high school or University publications and/or blogs/websites.
- Detail-oriented with strong written and verbal communication skills.
- Ability to multitask and meet deadlines in a fast-paced environment.
- Strong customer service ethic.
- Conceive and implement creative and innovative story ideas that highlight the mission, vision, and vibrancy of Warner Pacific University.
- Trustworthy. Able to hold sensitive data in confidence.

DUTIES

- Write two short form (250-500 words) news stories each week that promote events, programs, students, alumni, or employees of Warner Pacific University.
- Assist in creating press releases as needed.
- Interview students, employees, and alumni as necessary to gather information and quotes for news stories and press releases.
- Distribute news stories and/or press releases to the Marketing-approved media and community outlets on a weekly basis.

COMPENSATION

Begins at minimum wage

HOURS

Up to 10 hours per week

CONTACT

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Communications
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