**MPA Program Marketing & Communications Assistant**

**Master of Public Administration Graduate Program**

**Reports to***:* MPA Director

**Hours:** 5-10 hours a week, September 26, 2016 through June 9, 2017.

**Compensation:** $12-$14/hour; paid through work-study funds ***dependent upon student eligibility***

**Start Date:** September 26, 2016.

**Job Description:** The position involves working with the MPA staff to help with marketing the MPA Program.

**Job Duties:**

* Produce (research, write, distribute) monthly MPA Program e-newsletter.
* Find and share relevant content with MPA social media outlets.
* Assist MPA Marketing & Communications staff person with MPA Program marketing and communications initiatives.
* Data entry.
* Other MPA Program-related duties as assigned.

**Qualifications:**

* Must be an MPA student who is enrolled for at least 4 credits in fall 2016, winter and spring 2017.
* Excellent professional written and communication skills – phone, email and in-person.
* Working knowledge of Microsoft Word, Outlook.
* Organized and detail-oriented.
* Flexible and able to work with minimal direction, yet able to ask questions to clarify the task at hand.
* Quick learner, able to take initiative.

**How to apply:**

* Submit a resume and email letter of interest to Doreen Swetkis, MPA Director, by June 24, 2016, 5pm. swetkisd@evergreen.edu. Interviews will be held the end of June/beginning of July, 2016.