

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Warrior Pantry Marketing Coordinator

Worksite Name: Student Success Center

Supervisor Name: Timothy Cole Supervisor Email: tmcole@lcsc.edu

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level Intermediate Level Skilled Level

Describe the duties of this position.

- Launch innovative marketing campaigns to prospective and current pantry clients
- Oversee social media presence
- Coordinate food drives
- Identify and establish new collection sites
- Develop forms and spreadsheets

List the learning opportunities for this position.

- Customer service skills
- Graphic design of brochures, posters, and social media
- Organizational leadership and development
- Action plan development
- Communication with internal and external customers
- General office skills

What qualifications and skills are needed for this position?

- Good oral and written communication skills
- Competent computer skills in Word, PowerPoint, Excel and Publisher (or other design software)
- Ability to work independently and/or in a team to complete assigned projects in a timely manner
- Cheerful demeanor and positive attitude
- Some understanding of social media

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