

JOB TITLE:	MARKETING & COMMUNICATIONS
Department: Location: Supervisor Name: Supervisor Phone Number: Supervisor Email:	Recreation Chlapaty Recreation & Wellness Center (CRWC) Vic Popp 563.58933449 vpopp@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Creating and maintaining all Recreational Sports social networking sites on a regular basis.• Interviewing Recreational Sports patrons and employees.• Writing and editing content for the Recreational Sports website and print publications.• Working with the Director and Assistant Director to create and implement departmental marketing plans.• Assisting with the planning of various special events occurring within the department such as wellness fairs, fitness and intramural events.• Representing the Department of Recreational Sports at information fairs.• Working with the graphic design team to ensure that all publications meet specific branding guidelines.