Public Relations Assistant: Hosaeus Fitness Center (HFC)

Fall Semester, Part-Time: 10 hours/week
Wage: $10/hour

Summary of job:
The Public Relations Assistant will create a comprehensive and consistent marketing strategy to promote the Hosaeus Fitness Centers (HFC) programs, services, and events to ensure that the MSU community is fully aware of all that the HFC offers.

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The Assistant will strive to centralize HFC branding efforts to establish a general understanding of the overall mission of the organization. The Assistant must have excellent communication skills, be organized, personable and proficient in oral and written communication and social media. Graphic design skills are not required but preferred. The Assistant will work closely with the office Graphic Designer, will publish online calendar posts for all HFC events, will manage the creation and purchasing of HFC promotional items, will table at promotional events such as Orientation, MSU Friday, and Catapalooza, will work to build and maintain relationships with organizations on campus, will distribute posters within the facility and across campus venues, will verify consistency of information across all outlets, will stay up-to-date on trends in social media and the fitness industry, and will manage Recreational Sports and Fitness’ social media accounts (Facebook & Instagram). The Assistant will work alongside other HFC staff to assist with the logistics of public relations.

Qualifications:
Strong organizational skills.
Engaged, enthusiastic “people” person.
Skill and interest in social media management.
Proficient in written and oral communication.
Public speaking.
Interest in health and fitness.
Self-actualized.
Experience with Adobe Creative Suite preferred.

Application Instructions:
Please submit a cover letter and resume to michele.cusack@montana.edu with the subject line HFC PR Assistant.