



AUBURN OFFICE
11521 Blocker Drive, Ste. 205
Auburn, CA 95603
p (530)823-4670 f (877)257-1212

Student Position Available in Auburn

Media / Event Support

To be filled as soon as possible

- Duties and Responsibilities: Under direction, perform a variety of activities to support the SNC's many media-related projects, which may include:
- ◆ Great Sierra River Clean Up Support: coordinate/update/route training and outreach materials, schedule/coordinate training sessions, maintain contact database, coordinate supply and t-shirt orders, assist with media outreach.
 - ◆ Special projects support: photo gathering, publishing and design, printing, special orders, proofing, etc. (Sierra Day, Annual Report, Conference/Event Displays, Geotourism Project)
 - ◆ Conduct on-line media searches, reviews
 - ◆ Additions/updates to social media pages and websites as necessary
 - ◆ Update/maintain Conference and Events Calendar
 - ◆ Filing, printing, mailing, copying, and other office-related duties
 - ◆ Program Staff meeting logistics & support
 - ◆ Backup Front Desk/Reception (as needed)
- Preferred Majors: Business, Communication, Media, English
- Preferred Qualifications:
- ◆ Possess strong office skills: computer, written and verbal communications
 - ◆ Experience in MS Office 2007 (Word, Outlook, Excel); SharePoint
 - ◆ Flexibility to adapt and adjust to changing work priorities
 - ◆ Be punctual with good attendance
 - ◆ Have high level of professionalism, courtesy, appearance and cooperation
- Hours Per Week: 15-30 -- Working hours are 8-5, M-F

For further information
and to **apply**:

Go online to:
www.ueijobs.com – Posting #0102815

Contact:

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