**Please follow all application directions and submit applications by**

**Friday, May 6 at 5 PM to wulr@uw.edu.**

***Director of Public Relations 2016-2017***

Time Commitment: About 3-6 hours each week (on top of other WULR commitments).

*The Director of Public Relations is responsible for managing the club’s public relations committee and the content it delivers. The position will ensure WULR’s events and projects are consistent, timely, and relevant. The Director of Public Relations will also handle all social media accounts. This role coordinates with the rest of the Executive Team in order to support the club’s mission. The position involves ensuring our marketing and community management is fully integrated with all other efforts across the Law Review’s portfolio.*

**Responsibilities**

* *Create new events and opportunities for members*
* *Control all marketing for events, meetings and opportunities*
* *Recruit new members*
* *Manage membership and keep detailed record of quarterly membership*
* *Manage all social media accounts and posts*
* *Attend Executive Team meetings and general meetings*
* *Assist entire Executive Team with projects and goals*

**Requirements**

* *Creative, diplomatic, cool under pressure and fantastic interpersonal and presenting skills*
* *Strong project management and organizational skills*
* *Advocate on behalf of the Law Review with external stakeholders and the media across all communications channels*
* *Promote relevant events, to sustain our online community, and to edit/revise content when necessary*
* *Flexibility, and ability to maintain communication on at least a weekly basis*

Answer the following questions fully and completely in a numbered word document. There is no length requirement: we are looking for succinct answers to each question. The use of bullet points is encouraged where you deem necessary.

***Please also attach a 1-page resume to your application and any other supplementary materials you feel will enhance your application.***

1. Name
2. Year in School
3. Major
4. Number of Quarters with WULR
5. Why do you want this position?
6. What would you do to improve marketing and communications for WULR? Please be specific.
7. Create an idea for a new event that will attract attention to WULR and also benefit members. Explain your event and the value it will provide.
8. Create a marketing plan and timeline for the above event.
9. How can you improve WULR’s solicitation for article submissions in order to increase submissions and receive higher quality works?
10. How do you plan to manage your time in order to meet all the requirements and duties required for this position?