**On-Campus Job Description**



**To apply**: *Go to* [***https://wenatcheevalleycollege.formstack.com/forms/career\_services***](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to submit your information to see if you are eligible for funding.*

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| **Job Title & Number of Positions Avail.** | Content Creator  1 available |
| **Department/**  **Location** | Foundation, Wenatchi Hall |
| **Rate of pay** | $18.69 per hour (WA State Minimum Wage 2023) |
| **Supervisor** | Rachel Evey |
| **Duties and Responsibilities** | Prepare content for foundation marketing efforts.  Coordinate with foundation scholarship recipients to schedule photo opportunities and interviews.  Create video clips and/or graphics for foundation staff to use in marketing.  Review submitted content from scholarship recipients then select portions for marketing campaigns. |
| **Minimum Qualifications** | Microsoft Word experience required  Photography experience preferred |
| **Educational**  **Benefit** | Experience in project management, administrative duties, marketing, nonprofit communications, content creation |

04/22/21 (CRB)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

* *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
* *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*