

Marketing Director

Duties include:

- Sending information fellow orgs would like us to share and events occurring in CMU and the greater Pittsburgh area
- Create Facebook events, GroupMe events, and flyers to publicize events (depending on scale; ask Events planner and Internal/External Outreach chair for necessity) in a timely manner (at least 1.5 weeks before event)
- Delegate the task of poster to eboard members/members of S.A.L.S.A. and ensure task is completed in a timely manner (at least 1 week before event); contact President for support if task is not completed after contacting eboard member/club member about task
- Updating the S.A.L.S.A Facebook and Bridge Page with posts with photos from event
- Ensure there are photographs of events and members (via photographer, self, or an interested S.A.L.S.A member or members)

Event Planner

Duties include:

- Planning socials & GBM's (deciding on type of food, décor, location, date, function of event, making sure it aligned with vision and goals, etc and then delegating tasks with those functions [Advertisement of event, the actual ordering of food/décor, etc])
- Deciding scale of events (hiring photographer and band, facilitating set-up, and ordering catering for events such as Noche Latina with President's help)
- Creating committees of members for events (empanada sale, Noche Latina, etc) and overseeing that committees are delegated tasks appropriately and that they are completed in a timely fashion
- Gathering group of, organization tasks for, and overseeing volunteers at events

Internal Outreach Chair

Duties include:

- Organizing which eboard members attend and what will be present at (flag, candy, food, etc) CMU activities fair in fall & spring
- Reaching out to other multicultural orgs and Greek life to collaborate on events
- Organizing recruitment events at beginning of year & throughout semesters (Celebration of Diversity, Multi-Cultural BBQ, tabling at UC, etc)