



Community Outreach Chair

Position Description: The Community Outreach Chair serves liaison between DLC and the larger Northwest Arkansas community. They are expected to reach out to community groups and organizations to promote public DLC events to the community. They are expected to have experience in promotional writing and be well informed on NWA community groups.

Duties and Responsibilities:

- Attending regular committee meetings
- Attending as needed sub-committee meetings
- Writing emails and communicating with off-campus organizations/communities
- Brainstorming community groups that would have an interest in upcoming DLC events
- Overseeing the lectures.uark.edu email
- Typically requires 5 hours a week (more when approaching lecture dates)

Qualifications:

- Be enrolled as a full-time student
- Maintain a cumulative GPA no lower than 2.25
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and experience in the role they are applying for
- Ability to be flexible and work well in groups and collaborations
- Ability to meet deadlines.