

PR, Media and Website Coordinator (x3)

- Raise ISB profile and generate student interest in ISB activities
- Manage and update ISB notice boards
- Produce and distribute publicity materials (posters, leaflets, etc) for each activity
- Ensure that ISB events are advertised using all media formats (Facebook, twitter, newsletter, website, posters, etc)
- Ensure weekly update of ISB social media (Facebook, Twitter, ISB website, etc.)
- Publicize 'Weekly London Events' on website and social media sites
- Photograph and record all ISB events (to be submitted to the IPO)
- Submit 'ISB Event Report' to IPO within one week of ISB event
- Produce one article for each ISB event for the ISB website and newsletter
- Design, distribute, print and upload ISB newsletter once per month
- Submit articles to IPO for approval before printing or uploading
- Produce promotional materials for International Week events
- Produce promotional materials for Induction Week