

Programming Coordinator

Job purpose

The Programming Coordinator is responsible for planning and coordinating different events and activities for Cal Poly PIHRA. Such events include: volunteer opportunities, fundraisers and socials. During the academic year, the Programming Coordinator will be responsible for making sure that the club is complying with the various rules and regulations set forth by Cal Poly Pomona regarding food handling, socials, fundraising, and other activities.

Duties and responsibilities

The Programming Coordinator will be working with the Cal Poly PIHRA Executive Board, the club advisors, and its affiliated organizations to ensure the goals of the current year is accomplished. The Programming Coordinator will be responsible for:

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- Work with the Executive Board in planning and coordinating fundraisers, philanthropies, and socials.
- Work with Public Relations to develop flyers and help promote different chapter events.
- Recruit members to sign up for committees for Evening With Industry (EWI).
- Attend the scheduler's workshop at Cal Poly Pomona.
- Reserve the necessary room(s)/event space(s) for general meetings and other chapter activities every quarter.
- Obtain a certified food handler's license.
- Ensure that the chapter is in compliance with Cal Poly Pomona's food regulations and coordinate food served at chapter events.
- Seek collaboration with other student organizations and business professionals.

CPP PIHRA

- Participate in General Meetings and Executive Board Meetings.
- Participate in all CPP PIHRA's socials and fundraising events.
- Assist with SHRM Merit Award.
- Assist with Evening with Industry.

Qualifications

Applicants must meet the following minimum qualifications in order to be considered for this position:

Education

- Enrollment at Cal Poly Pomona as a part-time or full-time student with sophomore, junior or senior status.
- Enrolled in at least 9 units per semester, excluding summer.
- A minimum 2.5 overall grade point average and good academic standing.
- A major or minor geared towards Management and Human Resources field.
- Must be an active member with Cal Poly Pomona PIHRA, PIHRA and SHRM.

Skills and Abilities

- Works well with a team and be able to use critical thinking to solve arising issues.
- Excellent verbal and written communication skills.
- Ability to take self-initiative, be a leader and demonstrate best HR practices.
- Ability to multi-task and be extremely well-organized.
- Strong computer skills with knowledge of Gmail, Google Docs, Google Slides, and Google Drive.

Schedule

- Must attend General Meetings on Tuesdays from 12:00 p.m. to 12:50 p.m.
- Must attend Executive Board Meetings on Thursdays from 12:00 p.m. to 12:50 p.m.
- Must attend the majority of PIHRA events.

Experience

- Must have completed MHR 301 and MHR 311.

Approved by:	
Date approved:	
Reviewed:	