**New Jersey Public Health Association  
Rutgers Student Chapter  
EXECUTIVE BOARD POSITIONS**

**RESPONSIBLITIES FOR ALL E-BOARD MEMBERS:  
1) Attend all weekly Executive Board/General Body meetings  
2) Chair 2 events per semester  
3) Attend the 2 large events per semester   
  
Public Relations Director**1-2 students needed!  
*Promote all of our events, meetings, and activities throughout the year.   
  
Responsibilities:   
1) Update website  
2) Update facebook/twitter  
3) Create a newsletter per semester  
4) Create flyers/posters  
5) Make announcements in public health classrooms***Student Outreach Coordinator**1 student needed  
*Work underneath the Public Relations Director(s) in promoting yearly activities  
  
Responsibilities:  
1) Help create flyers/posters  
2) Table at events  
3) Make announcements in public health classrooms*

**Event Coordinator**1 student needed  
 *Responsibilities:  
1) Contact other public health groups on campus/other community partners to schedule volunteering events for our members  
2) Plan activities for each general body meeting***Internship Coordinator**1 student needed  
  
*Responsibilities:  
1) Contact Ann Marie Hill, Christina Miller, and LaToya Fenwick in searching for available internship opportunities for our members  
2) Contact other public health networks for any available opportunities  
3) Compile a list of available internships twice per semester*