

Tasks by Public Affairs Staff

Public Affairs Staff Support

Task(s)	Staff (Team)
Campus Connection (Weekly eBulletin)	Aya Aoki
Student Campus Connection (Fridays)	Aya Aoki
Daily Falcon (Daily)	Aya Aoki/Samuel Chavez
Media Relations/Media Outreach	Aya Aoki
Event Photography	Aya Aoki, Kelly Kwan, Margo Winners
Social Media Engagement	Catherine Lu
Board of Trustees Meeting Recaps	Catherine Lu
Electronic Marquees	Catherine Lu
Graphic Design (Marketing)	Kelly Kwan, Margo Winners
Community Outreach/Engagement	Toni Grijalva
Campus Event Planning and Logistics	Toni Grijalva
Chambers of Commerce Relations	Toni Grijalva
Community and Government Relations (cities and elected officials)	Toni Grijalva
Branding/Logo Approval (LACOE BEST, Amazon)	Toni Grijalva
Web Accessibility (accessible documents, web page compliance)	Samuel Chavez
Website Support (webpage creation, revisions, etc.)	Samuel Chavez