**CEO:** Oversees all of the departments, keeps the class on task, helps with goal sheets

**Advertising:** Creates advertisements for print and social media, create letterhead, and business cards. Works closely with photography, social media, and product design. You will want to create and email list for easier sharing. Suggested software: Word, Power Point, Canva…

**Sales:** Responsible for brainstorming target consumers and where to sell, may include composing letters, product sample packages, and making phone calls.Should work closely with product design. Be fluent in Microsoft Word.

**Photography:** Will take group photos and product photos to put on our website, social media, and advertisements. This group will work closely with product design, social media, and advertising.You will want to create and email list for easier sharing.Person should be creative and good with photo editing.

**Charitable Funds:** This group will decide how we will give back to the community and to which group we will give to. Works closely with CEO and Website Design.

**Product Design:** Will design and create products to sell. Should be good with computers. Software will be TinkerCad, Makerbot Desktop, and PrintShop. This person will run and maintain the 3D Printers.

**Manufacturing/Packaging:** This group will assemble products, order packaging, deliver products, and print labels on Avery.com.

**Web Design:** Will update our website to the most current products and will check e-mail daily. Works closely with photography to get up to date photos of our products.This person will want to create and email list for easy sharing.

**Social Media:** Will be in charge on managing all of our social media,including making posts, and monitoring behaviors, each post will be tagged. This group will work closely with photography and advertising to promote the products and to generate sales. This person will want to create and email list for easier sharing.