JOB POSTING
The University of Saskatchewan Students' Union
Is accepting applications for:

Event and Social Media Coordinator
(Part time/one-year term with the possibility to reapply for a second term)

Reporting to the Communications & Marketing Manager, the Event and Social Media Coordinator is responsible for coordinating and supporting executive events and programs. They would be responsible for the coordination and implementation of USSU executive social media channels, and growing the USSU’s reach to undergraduate students. This position is a part time, term position running until April 30, 2023 (with the possibility to reapply for a second term). The Event and Social Media Coordinator is responsible for the following:

- Assist with planning and coordinating events with the executive;
- Keep up to date with emerging technologies in new media;
- Developing and creating engaging social media posts for members and the broader community where applicable;
- Building social media presence through the use of engaging tools and building on existing trends for various platforms relevant to our members;
- Act within the mandate of the Students’ Union;
- Community outreach as required;
- Other duties as assigned.

Knowledge & Skills:

- Ability to work independently and in a team environment
- Excellent organizational and time management skills
- Approachable and cooperative in a demanding environment
- Excellent communication and comprehension skills: verbal, auditory, and written
- Well-developed proof-reading skills and keen attention to detail
- Strong interpersonal skills and a demonstrated ability to direct, facilitate, and build relationships with key contacts
- Understanding of equity, diversity and inclusion with considerable knowledge regarding lived
experiences of students with diverse identities (including but not limited to disabilities, sexualities, genders, race, religions, ethnicities)

- Proficiency in Microsoft Office, Google, and Adobe Creative Cloud
- Photo and video editing skills as required
- Thorough knowledge of both the USSU and the University of Saskatchewan, their departments, operations, and activities

If you’re a current undergraduate student and interested in this great job opportunity, please email communications@ussu.ca with the following information by 4:00pm on August 19, 2022:

- A copy of your resume
- Examples of previous social media work (this may be a link or copy of your current portfolio)

*We thank all applicants for their interest, however, only those considered for an interview will be contacted.*