



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. 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

This position is a part-time, term position (with the possibility for a second term), working 20 hours per week August-April. Applicants must be current undergraduate students at the University of Saskatchewan.

Please email your cover letter, resume, and examples of previous social media work (this may be a link or copy of your current portfolio) by March 8, 2023 to:

Jason Ventnor
Communications and Marketing Manager
University of Saskatchewan Students' Union
Email: communications@ussu.ca

We thank all candidates, but only those selected for an interview will be contacted.