



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 coordinates and supports executive events and programs. They also coordinate and implement USSU executive social media channels and grow the USSU's reach among undergraduate students.

This position is a part-time, term position running from August 2025 until April 30, 2026 (with the possibility to reapply for a second term). The Event and Social Media Coordinator is responsible for the following:

- Assist with 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 the lived experiences of students with diverse identities (including but not limited to disabilities, sexualities, genders, race, religions, and ethnicities)
- Proficiency in Microsoft Office, Google, and Adobe Creative Cloud
- Photo and video editing skills 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 a copy of your resume and examples of your social media work by April 4th, 2025 to:

Jason Ventnor
Communications and Marketing Manager
communications@ussu.ca

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