JOB TITLE: MALA2 - Marketing and Promotions Assistant

DEPARTMENT NAME: The Malahat Review

CONTACT NAME: Rhonda Batchelor

JOB DESCRIPTION:

Assist the Malahat’s staff with marketing and promoting the magazine, including:

• Recruit, place, and track paid and exchange print advertising for each of the four annual issues
• Recruit, place, and track paid and exchange advertising for the website and virtual newsletter;
• Maintain relationships with existing print and web advertisers
• Contact publishers of the books reviewed in each issue to recruit paid advertising
• Attract new print and web advertisers
• Assist the Marketing and Circulation Manager with contest entries as needed.
• Other related duties, as time permits, including help with proofreading and other editorial tasks

QUALIFICATIONS:

The successful candidate will have a broad knowledge of current social media tools and will be conversant with Windows-based Word, Excel and WordPress. Outreach skills, including proper email and social-media etiquette, are an asset. A thorough command of English is required. An undergraduate or graduate Writing or English student (especially a student from either department who has taken Professional Writing courses) is preferred.

JOB LOCATION ON-CAMPUS: Rm 202A, McPherson Library

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $

HOURS AVAILABLE: 120

HOW TO APPLY: E-mail cover letter and resume to malahat@uvic.ca Attn: Rhonda Batchelor, Assistant Editor

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php