JOB TITLE: UVSS_MART_1 Marketing and Advertising Coordinator

DEPARTMENT NAME: University of Victoria Students’ Society, The Martlet

CONTACT NAME: Joshua Chew

JOB DESCRIPTION:

The Marketing and Advertising Coordinator is responsible for promoting and advertising the Martlet to members, readers, volunteers, and the community at large in order to represent Martlet stakeholder interests within the organization. The Marketing and Advertising Coordinator will be responsible for successfully completing the following duties:

- Book and host tables for the Martlet in relevant locations around campus (i.e. at events like Club and Course Union days)
- Hand out papers on campus and positively engage students in conversation about the Martlet
- Attend events to promote the Martlet and its activities, while adhering to MPS policies and Statement of Purpose
- Design effective promotional materials for the Martlet and distribute them successfully
- In cooperation with the Business Manager, develop a marketing and advertising strategy for the Martlet
- With the help of the Business Manager, engage with all stakeholders on and off campus
- Where necessary, help with the planning, organizing, and facilitation of special events

QUALIFICATIONS:

- Educational background in marketing, promotions, or the faculty of business preferred
- Ability to engage effectively with people of all ages and backgrounds
- Experience with outreach and/or customer service an asset
- Outgoing and approachable personality
- Strong writing, research, marketing, analytical, and interpersonal skills
- Excellent knowledge of social media marketing, maintenance, and management
- Ability to excel within a collective, diverse environment

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
JOB LOCATION ON-CAMPUS:  Student Union Building, room B011

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

DEPARTMENT TOP UP:  $ none

HOURS AVAILABLE:  340

HOW TO APPLY:

Send cover letter, resume, and promotional samples to business@martlet.ca by September, 2019. Additionally, please drop off your work-study eligibility form as soon as possible in room B011 of the SUB, (250) 721-8359.