



University of Toronto Mississauga  
Students' Union  
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

3359 Mississauga Road Mississauga, Ontario L5L 1C6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

## EMPLOYMENT OPPORTUNITY

**Position:** Associate Communications  
**Type:** 8-12 Hours/Week  
**Location:** Mississauga  
**Duration:** Tuesday, June 14<sup>th</sup>, 2019 – Thursday, April 30<sup>th</sup>, 2020

**Date Posted:** May 24<sup>th</sup>, 2019  
**Expiry Date:** June 7<sup>th</sup>, 2019 – 11:59pm.

### UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. **The UTM Students' Union is membership driven and cannot survive without vital student input and involvement.** Students set the agenda through their elected representatives on the UTMSU Board of Directors. ([www.utmsu.ca](http://www.utmsu.ca)).

### Job Description:

The Marketing and Communications Associate will be working closely with the Executive Team of UTMSU to create and achieve the goals of the union. The candidate will be responsible for developing a social media strategy, managing the unions social media channels, developing campaigns across categories and building reports on our social media trends. Associate should have a strong sense of social media and marketing knowledge and should be willing to work on optimization of content.

### Responsibilities:

- Must complete **at least eight (8) office hours a week.**
- Attend weekly team meetings, pertaining to the duties assigned.
- Outreach for campaigns and services undertaken by UTMSU.
- Assist in on or off-campus outreach to the UTMSU membership
- Research, develop, design and edit marketing material for both UTMSU events and the Blind Duck.
- Assist with social media content building and management across all platforms (Instagram, Facebook, Twitter).
- Ensure the union protects and promotes its image in a proper, coordinated, and consistent manner.
- **Suggest challenges and opportunities for the student union to work on! Your opinion matters!**

### What you bring to the table:

- Ability to work within a team and independently
- Highly organized and able to multitask
- Detail oriented and solution focused
- Fast learner and creative thinker.
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Reliable and Respectful.
- Knowledgeable in social media marketing
- Strong analytical and research skills are an added asset.

**Compensation:**

Remuneration is \$14/hour.

**Contact / Application Information:**

For more information on the position of Associate to the President, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca).

**How to Apply:**

Please send your cover letter & resume by Sunday, June 7<sup>th</sup>, 2019 at 11:59 pm to the attention of Sara Malhotra: [jobs@utmsu.ca](mailto:jobs@utmsu.ca). Please use the subject **“Application: Marketing and Communications”**.

**Interview:**

Only selected candidates will be invited for an interview.

- Your Students' Union  
University of Toronto Mississauga Students' Union  
Local 109 - Canadian Federation of Students

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