



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

EMPLOYMENT OPPORTUNITY

Position: Promotions Coordinator
Hours: 8-12 Hours/Week
Location: UTM (Mississauga)
Duration: Monday, June 29th, 2020 – Friday, April 30th, 2021.

Date Posted: May 28th, 2020
Expiry Date: June 10th, 2020 – 11:59 pm.

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).

Job Description:

The Promotions Coordinator will be working with the UTMSU Executive Team to help create, facilitate and coordinate the goals of the union. The coordinator will also be working closely with the Graphics Coordinator and creating and executing a marketing plan for UTMSU. The coordinator will also be responsible for creating and managing effective channels of communications between the UTMSU and its membership. The coordinator will report directly to the Graphics & Communications Coordinator, VP Internal and the Executive Director.

Duties & Responsibilities:

- Must complete **at least eight (8) office hours a week**.
- Attend weekly team meetings.
- Take minutes at certain meetings as designated.
- Outreach for campaigns and services undertaken by UTMSU.
- Create and execute a marketing plan for the UTMSU.
- Work closely with the Graphics Coordinator
- Create graphics and promotional material
- Create and edit videos for promotional purposes.
- Be responsible for social media postings/promotions.
- **Suggest challenges and opportunities for the student union to work on! Your opinion matters!**
- Other duties as assigned.

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
- Punctual and enthusiastic
- 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.



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- Effective Note Taker.
- Extremely personable.
- Possesses a creative vision.
- Experience with marketing platforms, such as social media (Facebook, Instagram, Twitter etc.)
- Knowledge and experience with various graphic designing software's is necessary
- Video editing skills are a must

Compensation

Remuneration is \$14/hour.

Contact / Application Information:

For more information on the position of Volunteer Coordinator, please contact UTMSU at jobs@utmsu.ca

How to Apply:

- Please send your cover letter & resume by **June 8th, 2020 at 11:59pm** to the attention of Fahad Dayala: jobs@utmsu.ca.
- Please use the subject **"Application: Promotions Coordinator"**
- Resume & Cover Letter each **must not be** more than 2 pages in length.

Interview:

Only selected candidates will be invited for an interview.

- Your Students' Union
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Local 109 - Canadian Federation of Students

Also, visit us on www.utmsu.ca/ and visit us on:
<http://www.facebook.com/myUTMSU> or follow us on Instagram and Twitter @myUTMSU