



EMPLOYMENT OPPORTUNITY

Position: Promotions Coordinator
Type: 10-12 Hours/Week
Location: Mississauga
Duration: Friday, June 10, 2022 – Sunday, April 30, 2023.

Date Posted: May 9th, 2022
Expiry Date: May 23rd, 2022 - 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).

Job Description:

A promotions coordinator focuses on finding innovative ways to spread the word about UTMSU's latest or ongoing events, campaigns and services. They hold the responsibility to effectively communicate what the Union has to offer. They will lead promotions initiatives through different communication and marketing strategies for the Union to further increase our reach to the student body.

Responsibilities:

- Must complete a minimum of **four (4) office hours a week.**
- Attend mandatory weekly meetings with the Vice President Campus Life, the associates, and other coordinators under the supervision of the Vice President Campus Life.
- Creating promotions plans to advertise initiatives and events of the organization.
- Responsible for coordinating the outreach efforts of the organization.
- This position entails handling promotional materials such as flyers, posters, etc.

Is responsible for reporting all accomplishments and hours of work to the Vice President Campus Life, Vice President Internal and the Executive Director on a bi-weekly basis, with all projects and work assigned

Qualities/Skills Required:

- Excellent Verbal and Communication Skills.
- Good Organization Skills
- Must be driven, professional, courteous, and able to work well alone or with a team and
- Must be comfortable with delegating.
- Comfortable with speaking to large groups
- Experienced in social media, promotion and advertisement.

Compensation:

Remuneration is \$15.00/hour.

Contact / Application Information:

For more information on the position of Promotions Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: vpcampuslife@utmsu.ca . Please use the subject “**Application: Promotion Coordinator**”.

How to Apply:

Please send your cover letter & resume by May 23rd, 2022 at 11:59PM to the attention of Wenhan (Berry) Lou:: jobs@utmsu.ca and CC: vpcampuslife@utmsu.ca .

Interview:

Only selected candidates will be invited for an interview.

Hours and compensation:

- Contract start date: June 10, 2022
- Contract end date: April 30, 2023 – possible extension pending performance review.

- Your Students' Union

University of Toronto Mississauga Students' Union

Local 109 - Canadian Federation of Students

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