Position Overview

The Communications coordinator is responsible for tasks related to promotion of club events and the image of the club as a whole. Working closely with the other executive members, the Communications coordinator must ensure the club is well represented through the outgoing communications both written and in other forms (i.e., Website and Newsletter). This role is ideal for anyone interested in developing their business writing skills and content creation.

Duties and responsibilities

- Attend weekly/monthly meetings for both Communications and Marketing and General Meetings
- Communicate and coordinate with division members to publish monthly newsletter
- Update blog posts on website, drive written content for the club
- Send out monthly newsletters and work closely with the community relations coordinator to ensure new and relevant content is put into the newsletter

- Work with Director of Marketing and Communications to uphold brand integrity in all official club communications and content

Qualifications

- Must be enrolled as a University of Ottawa student
- Bilingualism is considered an asset
- Website editing experience is considered an asset

Skills

- Strong communication skills
- Strong organizational and time management skills
- Strong knowledge of the sport industry