Job title: Social Media Coordinator
Reports to: Director, Marketing and Communications

Position Overview
The Social Media Coordinator is responsible for tasks related to promotion of club events and the image of the club through maintaining the club’s online presence. Working closely with the Director of Marketing and Communications, the Coordinator must ensure the club is well represented through the club’s social media platforms including Instagram, Facebook, and Twitter.

Duties and responsibilities
- Attend weekly/monthly meetings for both Communications and Marketing and General Meetings
- Work with Director of Marketing and Communication to create social media posting plan
- Post on social media (LinkedIn, Twitter, Facebook, Instagram) to promote events and expand the club’s reach
- Develop monthly posting and campaign schedules
- Work closely with the Coordinator of Graphic Design to post content that aligns with the uOSBC’s Social Media Checklist

Qualifications
- Must be enrolled as a University of Ottawa student
- Bilingualism is considered an asset

Skills
- Strong communication skills
- Strong organizational and time management skills
- Experience with social media management considered an asset