**Job title**  
Director of Communications and Marketing

**Reports to**  
President

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**Position Overview**

The Director of Marketing and Communications is responsible for tasks related to promotion of club events and the image of the club. Working closely with the other executive members, the Director of Marketing and Communications must ensure the club is well represented on campus and the Ottawa community.

**Duties and responsibilities**

- Conduct weekly/monthly meetings for both Communications and Marketing and attend General Meetings
- Direct and delegate the activities of Marketing and Communications team members
- Create and implement marketing plans
- Update the website regularly
- Design creative using photo-editing applications
- Post on social media to promote events and expand the club’s reach
- Ensure club material is bilingual
- Host weekly meetings with the Marketing and Communications team
- Communicate and coordinate with division members to publish monthly newsletter

**Qualifications**

- Must be enrolled as a University of Ottawa student
- Bilingualism is considered an asset
- Experience with Photoshop 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
- Delegation skills