

West-Can HR is currently recruiting for a Marketing & Communications Coordinator Term position with the ACC Student's Association!

Hours of Work: Monday to Friday, 8:00 am to 4:00 pm

The Marketing & Communications Coordinator executes the development and operations of all marketing & communication efforts of the ACCSA. This includes ensuring there is a consistent approach towards marketing their services and initiatives, both to their members and to their various stakeholders and partners.

Job Duties

- Increase the awareness of the various services and programs that are provided by the ACCSA through effective and diverse marketing efforts.
- Maintain a consistent approach to ACCSA branding that is inviting, collegial, and professional throughout all available mediums.
- Oversee the content on ACCSA bulletin boards across all campuses, including Parkland and Winnipeg.
- Facilitate the photography and videography of events and activities at the ACCSA.
- When required, work with advertising companies to purchase advertising space for the ACCSA in relevant mediums, such as Facebook Ads, Instagram Ads, local radio stations, etc.
- Manage the ACCSA website and any associated websites to ensure information is updated and on-brand.
- Oversee the Student Focus, or any blog-type successor to the Student Focus.
- Manage all social media platforms of the ACCSA and ensure the consistent delivery of appropriate and timely information to students and stakeholders.
- Assist the Executive Director in developing communications, preparing statements, and responding to sensitive issues that affect the ACCSA and it's members.
- Develop and maintain the public ACCSA events calendar for the purpose of promoting all activities, programs, and events of the ACCSA to various stakeholders.

Qualifications

- Minimum 2 years of Post-Secondary level education in a discipline such as marketing, communications, graphic design, public relations, or equivalent combination of relevant education and/or experience.
- Familiar with website content management systems, use of WordPress and Divi Builder considered an asset.
- Experience with Adobe Creative Suite, including InDesign, Photoshop, and Illustrator an asset
- Superior ability to communicate clearly in a kind and confident manner, both verbally and in writing.
- Self-motivated, confident, and energetic.
- Exceptional attention to detail and strong organizational skills.
- Digital photography experience considered an asset.
- Must have/maintain a dependable vehicle with proof of license and insurance.

For a Full Job Description or to apply please send your resume to
Camilla@wchrs.com