



Term Job Description – Marketing Assistant

Position Title:	Marketing Assistant
Reports To:	Executive Director
Expected Hours:	Full-Time Term Position, 36.25 Hours per week – 8 weeks in duration
Pay Range:	\$15.50 per hour

About the ACCSA

The Assiniboine Students' Association is a not-for-profit organization, separate from the Assiniboine Community College, which is built on the foundation of community and strengthened through our relationships with students, staff, and partners at Assiniboine. We believe that diversity makes our community stronger and that together, anything is possible. We believe students deserve the opportunity to learn, share and grow with one another and discover who they are and who they want to be in a supportive environment.

Position Summary

The Marketing Assistant is a term summer position that is responsible for working with full-time staff and the Board of Directors (Student Council) to develop and plan a holistic campaign that celebrates and raises awareness about the history of the Assiniboine Community College Students' Association for a 40th Year Anniversary Campaign. This will include coordinating with staff and stakeholders to learn more about the organization and expressing it in the form of an awareness campaign.

Among the most important responsibilities as an SA staff member, is to exemplify the SA spirit and encourage all students to get involved and take advantage of the services and opportunities provided.

Job Duties

Marketing

- In partnership with the Marketing & Communications Coordinator and the Assiniboine Community College Archivist, identify key figures and events in the history of the ACCSA, and create a broad chronological sequence of important events over the past 40 years.



ASSINIBOINE
COMMUNITY COLLEGE
STUDENTS' ASSOCIATION

- Conduct and record informational interviews with current and previous stakeholders of the ACCSA to compile information and testimony about the organization's history.
- Be closely involved in the marketing of a new organizational space renovation, which will be tied to the launch plan for the 40th Anniversary campaign.
- Work closely with the ACCSA Marketing & Communications Coordinator to evaluate a launch plan for the 40th Anniversary campaign, including required resources.
- Ensure that any activities or materials created for the 40th Anniversary campaign are planned to a professional standard.

Other Related Duties

- Other duties as assigned.
- The Marketing Assistant may be called to meaningfully contribute to group projects & initiatives on a regular basis, including being the dedicated support for large marketing initiatives.
- Assist in developing and improving all relevant documentation, internal policies and procedures related to this position.

Job Requirements

- As per Canada Summer Jobs Grant regulations, applicants must be aged between 15 and 30.
- Legally entitled to work in Canada (which means you must have a valid Social Insurance Number).
- Superior ability to communicate clearly in a kind and confident manner, both verbally and in writing.
- Experience in any one or more of the following areas:
 - Graphic design
 - Videography / Video Journalism
 - Communications / Journalism
- Strong technical skills, and an aptitude to learn more efficient ways to accomplish tasks.
- Self-motivated, confident, and energetic.
- Ensure timely and accurate communication through college email, phone, Microsoft Teams, and regularly scheduled meetings.
- Exceptional people skills with an outgoing personality and ability to build relationships.
- Exceptional attention to detail and strong organizational skills.
- A dependable vehicle with proof of license and insurance is preferred.

Unfortunately, the Canada Summer Jobs Grant regulations prevents the ACCSA from hiring International Students for this opportunity. Future opportunities for International Students at ACC will be communicated closer to the start of fall term in September 2022.